



## **Building Maintenance Technician (Full-Time)**

Glencoe Park District

**Contact Name:** Matt Walker

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**Closing Date:**

**Salary:** \$48,307 - \$70,045 DOQ+

### **Description:**

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### **Job Summary:**

Under the direction and supervision of the Assistant Director of Parks and Maintenance, the Building Maintenance Technician performs a variety of facility maintenance and operational duties, including minor electrical and plumbing repairs, painting, special event setup, equipment maintenance, and snow and ice removal.

#### *Primary Responsibilities*

- Ensure all Park District facilities are clean, safe, organized, and prepared for daily operations, programs, rentals, and special events.
- Perform routine custodial duties and set up program rooms and facility spaces based on operational needs and seasonal workloads.
- Collaborate with Parks Maintenance staff to plan and complete seasonal preparations at the Weinberg Family Recreation Center and Glencoe Beach.
- Support other facility and grounds maintenance activities as assigned.

Perform other duties and responsibilities as assigned by the Assistant Director of Parks and Maintenance or the Director of Parks and Planning.

### **Qualifications:**

- Must be at least 18 years of age.
- High school diploma or GED required. Relevant technical education, training, or related work experience may be considered.
- Minimum of two years of experience in municipal maintenance, building maintenance, or a related field.
- Equivalent combinations of education, training, and experience that provide the required knowledge, skills, and abilities may be considered.
- Must possess a valid Illinois driver's license and maintain a satisfactory driving record, as determined by the Glencoe Park District.
- Must possess current Forklift Operator Certification within or successfully obtain certification one (1) year of hire.

- Must possess current CPR/AED and First Aid certification or successfully obtain certification within six (6) months of hire.
- Must successfully complete a criminal background check, pre-employment drug test, and physical examination with satisfactory results; costs covered by the Glencoe Park District.

### **Required Knowledge:**

- Basic knowledge of general parks and facility maintenance practices, procedures, tools, and equipment.
- Knowledge of routine maintenance and troubleshooting techniques for building mechanical systems.
- Basic understanding of the operation, inspection, and maintenance of sump and ejector pumps.
- Working knowledge of heating, ventilation, and air-conditioning (HVAC) systems, including basic troubleshooting procedures.
- Knowledge of small motor and equipment maintenance and minor repair procedures.
- Knowledge of safe procedures for replacing lamps, light fixtures, and ballasts.
- Knowledge of proper floor cleaning, care, and maintenance techniques for various flooring surfaces.
- Knowledge of general interior and exterior surface preparation, painting, and finishing practices.

### **Required Skills:**

- Demonstrated ability to perform basic plumbing repairs and maintenance.
- Demonstrated ability to perform minor electrical work safely and appropriately.
- Ability to complete basic carpentry projects and repairs.
- Proficiency in the safe and proper use of hand and power tools.
- Ability to perform general interior and exterior painting, including surface preparation and finishing.
- Ability to perform basic lock, key, and door hardware maintenance and repairs.
- Ability to identify maintenance issues, troubleshoot problems, and complete appropriate minor repairs.
- Experience with ice arena operations and maintenance is preferred but not required.

### **Essential Duties and Responsibilities:**

#### *Department Administration*

- Demonstrate flexibility, adaptability, and initiative when responding to changing assignments, priorities, and operational needs.
- Monitor and track maintenance requests, work orders, and project progress to support timely completion and provide status updates.
- Assist with facility inspections, preventive maintenance activities, seasonal preparations, and other departmental projects as assigned.
- Communicate maintenance concerns, project delays, and facility needs to the Assistant Director of Parks and Maintenance.

#### *Personnel Management*

- Develop and maintain positive, professional, and cooperative working relationships with District staff.
- Work independently and collaboratively with Parks and Maintenance staff and other District departments.
- In the absence of the Assistant Director of Parks and Maintenance, provide limited work direction to assigned staff or contractors when authorized.

#### *Project & Contractor Management*

- Assist with coordinating facility maintenance projects and monitoring work performed by contractors.
- Provide contractors with access to assigned work areas and communicate project information as directed.
- Monitor contractor work and promptly report project concerns, safety issues, delays, or incomplete work to the Assistant Director of Parks and Maintenance.

### *Records and Reports*

- Maintain accurate and complete maintenance, inspection, security, and project records.
- Complete and submit required documentation to the Assistant Director of Parks and Maintenance in a timely manner.
- Maintain records that may include boiler inspections, monthly facility inspections, daily security inspections, work orders, equipment maintenance, and supply purchases.
- Use computers and mobile devices to complete work orders, inspection forms, reports, email correspondence, and other facility-related documentation.

### *Financial Management*

- Maintain accurate records and receipts for maintenance-related purchases.
- Obtain and compare pricing for equipment, materials, and supplies in accordance with District purchasing procedures.
- Use District equipment, materials, and financial resources responsibly and efficiently.

### *Safety and Risk Management*

- Read, understand, and comply with the District's Safety Manual, Safety Policy Statement, and established safety procedures.
- Actively support District safety programs and practices intended to reduce the frequency and severity of accidents, injuries, and property damage.
- Follow established health, safety, risk management, and loss-control policies and procedures.
- Promptly document and report accidents, incidents, equipment concerns, unsafe practices, and hazardous conditions to the appropriate supervisor.
- Properly use required personal protective equipment and other safety equipment while performing assigned duties.
- Safely work at heights, on roofs, from ladders and mechanical lifts, and near deep water, as required.
- Participate in required safety training and maintain applicable certifications.

### **Physical Demands:**

The physical requirements described below are representative of those that must be met by an employee performing the essential functions of the Building Maintenance position successfully. Reasonable accommodation may be made to enable an individual with disabilities to perform the essential functions of the position.

While performing the duties of this job, the employee is regularly required to:

- Sit, stand, and/or walk for extended periods.
- Safely lift up to 75 pounds maximum.
- Lift and/or carrying objects weighing up to 40 pounds.

### **Hours:**

The typical work schedule for this position is Monday through Friday 7:00 AM to 3:30 PM with a half-hour lunch. Work hours vary based on District programs, seasonal demands, and operational needs. Due to the nature of park district programming, evening, weekend, and some holiday hours are expected, and the work week may exceed 40 hours. This position is required to work on the Fourth of

July.

**Pay Scale:**

This is a Full-Time, exempt position. The intended hiring pay for this position is \$24 per hour, with a full pay scale ranging from \$23.22 per hour to \$33.68 per hour.

Final compensation will be determined in good faith based on an evaluation of the candidate's qualifications, experience, and the recommendation of the Assistant Director of Parks and Maintenance or the Executive Director.

**Benefits:**

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and personal time)
- Paid Family Leave
- Tuition Reimbursement
- Park District Membership, Program and Rental Discounts

*\*To review the full job description, please contact the hiring manager.*

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Glencoe Park District is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.