



Buildings and Grounds Team member

Broadview Park District

Contact Name: Damond Drake

Contact E-mail: ddrake@broadviewparkdistrict.net

Contact Phone: 224-446-4301

Closing Date:

Salary: \$17.00 per hour

Description:

Buildings & Grounds Team Member

Department: Parks & Facilities Maintenance

Reports To: Buildings & Grounds Manager

Status: Part-Time

FLSA Status: Non-Exempt

Position Summary

The Buildings & Grounds Team Member is responsible for assisting in the maintenance, repair, cleanliness, and overall appearance of Broadview Park District facilities, parks, athletic fields, playgrounds, and grounds. This position works under the direct supervision of the Buildings & Grounds Manager. It helps ensure that all Park District properties are safe, clean, attractive, and operational for residents, program participants, and visitors.

Essential Duties and Responsibilities

Buildings Maintenance

- Perform routine cleaning and maintenance of Park District buildings, facilities, and recreational spaces.
- Ability to assist with minor repairs, painting, carpentry, plumbing, electrical, and HVAC maintenance as directed.
- Set up and tear down rooms, equipment, tables, chairs, and supplies for programs, meetings, rentals, and special events.
- Conduct routine inspections of facilities and report maintenance concerns to the Buildings & Grounds Manager.
- Ensure facilities meet safety and cleanliness standards.

Grounds Maintenance

- Mow grass, trim weeds, edge walkways, and maintain landscaping throughout Park District properties.
- Plant, water, prune, and maintain flowers, shrubs, trees, and other landscaping features.
- Maintain athletic fields, playgrounds, parking lots, sidewalks, and outdoor recreational areas.
- Remove litter and debris from parks and facilities.
- Perform snow and ice removal from sidewalks, entrances, parking lots, and other designated areas during winter months.

Equipment & Safety

- Operate and maintain maintenance equipment, tools, vehicles, and machinery safely and efficiently.
- Perform routine inspections and basic maintenance on assigned equipment.
- Follow all Park District safety policies, procedures, and applicable OSHA regulations.
- Wear required personal protective equipment (PPE) and report unsafe conditions immediately.

Events & Community Support

- Assist with setup, operation, and breakdown of Park District events, programs, and rentals.
- Provide courteous and professional customer service to residents, patrons, vendors, and staff.
- Support emergency maintenance and facility needs as required.

Additional Duties

- Respond to work orders and maintenance requests in a timely manner.
- Maintain accurate records of completed work, supplies used, and equipment maintenance.
- Perform other duties as assigned by the Buildings & Grounds Manager.

Qualifications

Education & Experience

- High school diploma or GED preferred.
- Previous experience in grounds maintenance, building maintenance, landscaping, custodial services, or related field preferred.
- Equivalent combination of education and experience may be considered.

Knowledge, Skills, and Abilities

- Knowledge of basic building maintenance and groundskeeping practices.
- Ability to safely operate maintenance equipment and tools.
- Ability to perform manual labor in various weather conditions.
- Ability to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- Ability to follow written and verbal instructions.
- Good communication and customer service skills.

Physical Requirements

- Ability to frequently lift, carry, push, and pull up to 50 pounds.
- Ability to stand, walk, bend, kneel, climb, and perform physical labor for extended periods.
- Ability to work indoors and outdoors in varying weather conditions, including heat, cold, rain, and snow.

Licenses & Certifications

- Valid Illinois Driver's License required.
- CPR/AED and First Aid Certification preferred or ability to obtain within a specified period after hire.

Working Conditions

This position requires work both indoors and outdoors and may involve evenings, weekends, holidays, and emergency call-ins as needed to support Park District operations and special events.

Equal Opportunity Employer

The Broadview Park District is an Equal Opportunity Employer and is committed to creating an inclusive environment for all employees and community members.