



HVAC Trade Technician

Wilmette Park District

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Closing Date:
Salary: \$30.45-\$41.08 - hourly

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

Benefit Summary link: <https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

SUMMARY: Under the administrative direction of the Building Services Foreperson, the HVAC Trade Technician is responsible for independent troubleshooting and resolving complex facility issues across multiple systems including HVAC, plumbing and electrical. This role requires the ability to interpret construction blueprints, and the ability to work with minimal supervision.

SUPERVISORY DUTIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Independently diagnose and resolve complex system failures across multiple trades, determining appropriate repairs or replacement solutions.
- Ability to perform all necessary maintenance and repairs on HVAC and boiler systems.
- In addition to HVAC, perform advanced maintenance and repair of building systems, including plumbing, electrical, and mechanical equipment.
- Ensure all work is completed safely, efficiently and to a high standard with minimal supervision.
- Read and interpret blueprints, schematics and construction documents to support maintenance, repairs and project work.
- Execute and support preventative maintenance programs to maximize equipment life expectancy and minimize downtime.
- Order and maintain parts and supplies for all HVAC mechanical systems.
- Assist with project planning and coordination with contractors and internal staff.
- Work with contractors and vendors to ensure work is completed to specifications and Park

District standards.

- Conduct comprehensive inspections of facilities, including health life safety systems, HVAC, plumbing, pools and security systems.
- Support and maintain aquatic systems including pumps, filtration and chemical systems in compliance with health codes.
- Perform building repairs including carpentry, drywall, painting, doors, hardware and general construction tasks.
- Utilize work order systems to document work performed, track assets and prioritize maintenance activities.
- Maintain inventory of parts, tools, and maintenance supplies to ensure operational readiness.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Perform other duties as assigned.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted by the department.
- Operate Park District vehicles, tools and specialized equipment safely and efficiently.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor and Human Resources and Risk Manager.
- Attend and participate in required safety trainings.
- Review all accident and incident reports that occur under area of responsibility with immediate supervisor and send them to Human Resources/Risk Management division.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or G.E.D. equivalent.
- Must be 21 years or older.
- Minimum 1+ years vocational education.
- 3-5 years' working experience as a HVAC technician.
- Experience with BAS (Building Automation Systems).

KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced knowledge of multiple building trades including HVAC, plumbing, electrical and general construction.
- Ability to read, analyze, and interpret blueprints, schematics, and construction documents finished in written, oral, diagram or schedule form.
- Strong mechanical and electrical skills.
- Strong organization and communication skills, with attention to detail and problem solving.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information to necessary team members and contractors.
- Ability to solve practical problems and deal with a variety of concrete variables in situations

where only limited standardization exists.

TECHNOLOGY SKILLS:

Possess basic computer skills and knowledge of work order systems, with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Maintenance Care for Work Orders, Paycom for time and attendance and Incode for financial record/budget management.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must hold a valid Class D driver's license.
- Must hold an EPA 608 Universal Certification.
- Must hold or complete OSHA 10 within the first year of employment.
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training and Avoiding Exposure to Bloodborne Pathogen annually and Mandated Reporter every three years.

PHYSICAL DEMANDS/WORK ENVIROMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; push, pull, carry, and repeatedly stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and the ability to adjust focus.
- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration.
- The employee occasionally works in high precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat and risk of electrical shock.
- The noise level of the work environment is usually moderate to loud.
- General work area is outdoors in varied weather and temperatures.

HOURS:

- Normal working hours are Monday through Friday, 6 am to 2:30 pm. Hours are adjusted based on the season, extra hours are required at various times, with weekend hours as needed.
- This schedule will be altered on an as-needed basis at the direction of the Building Services Foreperson.
- Work over the July 3rd Celebration is mandatory.

HIRING RANGE: \$31.75 - \$36.75 hourly

Apply online:

<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/395322>