



HVAC Facilities Specialist

Lisle Park District

Contact Name: Adrian Mendez

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Closing Date:

Salary: 53,000-63,000 DOQ

Description:

Must apply at <https://lisleparkdistrict.bamboohr.com/careers/168?source=aWQ9MjM%3D>

The HVAC Facilities Specialist performs HVAC maintenance and repairs, as well as general facility maintenance at Park District facilities, including Sea Lion Aquatic Park. This position reports to the Facilities Manager.

Major responsibilities include the following. Other responsibilities may be assigned.

1. Perform scheduled and emergency maintenance and repairs, including HVAC, plumbing, electrical, carpentry, and mechanical systems.
2. Troubleshoot, maintain, and repair HVAC equipment.
3. Maintain inventories of maintenance supplies and equipment
4. Open and close facilities as needed.
5. Safely operate Park District vehicles for work-related errands.
6. Manage maintenance contracts, warranties, and outside service providers.
7. Perform Park Specialist duties as needed, including snow removal.
8. Maintain a clean, organized, and safe work environment.
9. Follow all Park District policies, procedures, and safety requirements.

Qualifications:

- Two-year technical college education in a related field or equivalent progressive work experience.
- Minimum of **three years of related experience**, including HVAC maintenance and repair.
- Proficient knowledge of HVAC systems and general facility maintenance.
- Ability to troubleshoot problems and perform repairs independently.
- Strong communication, organizational, and problem-solving skills.
- **Physical-** good speaking, hearing and vision ability, excellent manual dexterity, ability to lift and carry up to 50 pounds occasionally and a negligible amount frequently. Anything lifted over 50 pounds must be achieved with assistance (mechanical or team-lift). Will work indoors and outdoors in varying weather conditions, especially during the summer.
- Valid Illinois drivers license.

Hours are Monday-Friday, 7am-3pm with possible weekends and/or evenings for technical emergencies as needed.

Benefits we offer:

Medical Coverage- PPO or HMO & Prescription Coverage

Dental Insurance

Vision Insurance

Life Insurance (basic & voluntary)

Short- and Long-Term Disability (IMRF)

Pension / Defined Benefit Plan (IMRF)

Flexible Spending Accounts

Paid Holidays, Personal Days, Vacation, Sick Time

Tuition Reimbursement

Professional Membership Dues

Complimentary Sea Lion Aquatic Park Membership

Park District Facility Discounts and Usage Benefits

Pay is based off previous experience.

Wage scale for this position is \$50,662.84-

\$ 75,994.26

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