



Building & Facility Technician

Homewood-Flossmoor Park District

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Closing Date: 2026-11-24

Salary: \$49,789 - \$62,235

Description:

JOB SUMMARY: Under the direct supervision of the Ice Arena Manager, the Building & Facility Technician maintains the Ice Arena's ice surfaces, building systems, equipment, cleanliness and overall appearance. The position performs routine and preventive maintenance, inspections and repairs; supports daily facility operations; supervises assigned part-time custodial and maintenance employees; and helps provide a safe, welcoming experience for patrons and user groups. The Technician coordinates closely with the Maintenance Supervisor and Ice Arena Manager.

The Homewood-Flossmoor Park District's mission is "to enhance the quality of life through diverse and inclusive recreational opportunities, facilities and parks while caring for the environment."

ESSENTIAL JOB RESPONSIBILITIES:

- Provide outstanding customer service to our internal and external guests by providing friendly, responsive, courteous and helpful service.
- Monitor ice conditions and quality; operate ice resurfacing equipment and perform resurfacing, edging, replace blades, and minor ice repairs in accordance with training and established procedures.
- Assist with seasonal ice installation and removal, ice painting and preparation of rink surfaces, as assigned.
- Inspect, clean and maintain ice resurfer, ice edgers, tools and other maintenance equipment; identify defects and arrange for needed repairs or replacement.
- Monitor the operation of arena refrigeration, HVAC and other mechanical systems; recognize and promptly communicate irregular conditions and coordinate specialized service when necessary.
- Support facility setup, turnover and cleanup for public skating, hockey, figure skating, tournaments and special events.

- Sharpen and repair rental skates and provide skate sharpening services for the public.
- Maintain the cleanliness of the locker rooms, restrooms, lobby, maintenance area, and common areas; document deficiencies and maintain assigned areas in a presentable, orderly condition.
- Perform routine preventive maintenance and authorized repairs involving plumbing, carpentry, electrical, HVAC, mechanical equipment and building components; respond promptly to work orders and operational issues.
- Work with the Maintenance Supervisor and Ice Arena Manager to develop and carry out preventive maintenance schedules, prioritize outstanding work and communicate maintenance needs, equipment issues and ice conditions across shifts.
- Hire, train and supervise assigned part-time drivers and maintenance staff, consistent with District policies.
- Coordinate and oversee contracted maintenance, repairs and facility remodeling work as directed.
- Order, monitor and maintain custodial and maintenance supplies and equipment inventories; monitor weekly propane deliveries and coordinate Ice Resurfacer blade pickup.
- Assist in preparing the Ice Arena maintenance budget.
- Maintain accurate maintenance records, equipment logs, incident reports and required safety documentation.
- Provide courteous, responsive customer service to patrons, staff, contractors and user groups.
- Follow and help implement District policies, safe work procedures, protective equipment requirements and emergency protocols; promptly report unsafe conditions; participate in assigned Safety Committee duties and required training.
- Assist with custodial and maintenance tasks at other District facilities as needed and perform other related duties as assigned.

COGNITIVE AND SAFETY CONSIDERATIONS:

- Must be able to understand and follow instructions, recognize potential hazards, handle all tasks and equipment in a safe manner while using good safety awareness and judgment, use appropriate protective equipment and communicate effectively with people of differing backgrounds and personalities.

JOB SKILLS AND QUALIFICATIONS:

- Working knowledge of ice arena operations, facility maintenance practices, building systems and safe use of maintenance tools and equipment.
- Knowledge of HVAC and ice arena refrigeration systems, including the ability to identify and escalate operational concerns.

- Ability to read and understand blueprints, specifications, safety instructions and equipment operating and maintenance manuals.
- Ability to organize maintenance work, has great time management skills, supervise assigned employees, coordinate contractors and communicate clearly with co-workers and patrons.
- Ability to use computers and learn District software for reading the schedule, work requests, and complete ordering of supplies.
- Ability to work independently when needed, exercise sound safety judgment and handle competing operational priorities.

EDUCATION AND TRAINING:

- High school diploma or equivalent required.
- Prior custodial/maintenance experience required.
- At least two years of experience and knowledge in two or more of the following areas: plumbing, carpentry, electrical, HVAC, mechanical repair or equipment operation.
- Valid Illinois driver's license required.
- CPR/First Aid certification required within three months of hire; training provided by the Park District.
- CIT (Certified Ice Technician) Certifications preferred or willing to become certified.

PSYCHOLOGICAL CONSIDERATIONS:

- May feel stress while working irregular and overtime hours during peak operations.
- Must be able to get along with many different personalities.

PHYSIOLOGICAL CONSIDERATIONS:

- Tasks will involve lifting and carrying materials, equipment and supplies.
- Will experience long periods of climbing, stooping, standing and reaching.

PHYSICAL REQUIREMENTS:

- STANDING:** Frequently
- SITTING:** Occasionally
- WALKING:** Frequently
- LIFTING:** Frequently, under 50 lbs. / 75 lbs. with assistance
- STOOPING:** Frequently
- REACHING:** Occasionally
- CLIMBING:** Occasionally
- VERBAL:** Proficient to communicate needs.
- VISION:** Yes, to complete job tasks.

ENVIRONMENTAL CONSIDERATIONS:

·Work occurs in cold indoor ice-arena conditions and outdoors in varying weather; may involve noise, moving equipment, fumes, maintenance chemicals and custodial products.