Facility Maintenance Specialist (Full time)

Roselle Park District

Contact Name: Christy Bathje
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Closing Date:
Salary: $25-$30 per hour DOQ

Description:
The Roselle Park District offers a friendly, small-town feel which is great for families

- Do you like a job that has variety – not the same thing every day?
- Do you like being challenged by trying new tasks?
- Are you good with people?

The Roselle Park District needs you!

$25-$30 per hour DOQ, Full-time: 40 hours/week, IMRF eligible (pension) plus benefits.

Benefits include free individual fitness center pass, free individual pool pass, $5000 allowance towards in-house recreation programs and classes.

SUMMARY
The Facility Maintenance Specialist is an entry-level position that receives daily guidance and direction from the Superintendent of Parks & Facilities. This role is responsible for performing routine facility maintenance, basic building repairs, and general custodial upkeep across all District buildings, grounds, parks, and indoor facilities including aquatics, and equipment. Successful applicants must be available to work weekends and evening hours.

QUALIFICATIONS & SKILLS

- Minimum of high school degree; or three years of Facility Maintenance experience or training which provides the required knowledge, skills, and abilities.
- Ability to communicate including sighted and auditory comprehension and verbal and writing skills.
- Knowledge of operations, services and activities of facilities operations and equipment maintenance.
- Knowledge of general maintenance of athletic areas, tennis courts, playgrounds, and other facilities of the District.

- Two years of responsible experience in a park agency, landscaping business, golf course, nursery, school district operations or other applicable work experience related to facility maintenance operations.
- Ability to work with minimal supervision.
- Comfortable using computers and cell phones for e-mail and communication.
- Valid IL driver's license.
- Successful applicant must, be a minimum of 21 years of age.
- Must be available to flex schedule to work weekends and evening hours as needed.
- Current CPR and First Aid certification; CPR must be completed with 30 days of start date.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, any combination of the following tasks.

Performs routine building maintenance inspections and repairs and creates work orders for painting, plumbing fixtures, basic electrical fixes, and facility hardware maintenance.

1. Performs routine building maintenance inspections and repairs and creates work orders for painting, plumbing fixtures, basic electrical fixes, and facility hardware maintenance.
2. Troubleshoots and resolves basic plumbing, carpentry, and electrical issues (e.g., replacing light fixtures, fixing flush valves, patching drywall, and adjusting doors).
3. Aquatic Facility opening and closing, winterizing, and daily maintenance including chemical testing, monitoring filters and pumps, vacuuming pool areas, and maintaining records.
4. Is a member of the District Safety Committee.
5. Safely drives the Park District pick-up trucks.
6. Safely operates tractors, mowing equipment, and machinery used in parks maintenance.
7. Paints equipment and facilities of the District.
8. Inspects parks and facilities operated by the District and participates in maintenance, repairs or appropriate activities.
9. Prepares grounds for special events initiated by the District.
10. Removes all garbage and refuse materials from parks and playgrounds.
11. Performs all job tasks within the rules and guidelines of the District's safety program.
12. Must be available to work weekends and evening hours.
13. Fills in as needed to support park and grounds maintenance operations, including athletic field preparation, mowing, landscaping, refuse collection, and outdoor event support

View full job description and apply online at https://www.applitrack.com/rparks/onlineapp/

Roselle Park District provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.