Full-Time Park Specialist

Streamwood Park District

Contact Name: Jessica Meyers
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Closing Date:
Salary: Starting at $18.00 per hour depending on qualifications

Description:
Under the direction and supervision of the Parks Supervisor, the Parks Specialist is responsible for supervising part-time and seasonal staff, and performing a variety of park maintenance tasks, including playground safety inspections, playground repairs, garbage collection, turf maintenance, horticulture, forestry, athletic fields, custodial and recreation support activities. This is a hands-on position with a vast majority of time to be spent working in the field. The Parks Specialist is on-call as-needed, supervising and leading part-time and seasonal employees. This is an at-will position.
Qualifications/Education

- Must have a High School Diploma or equivalent.
- Preference given to candidates with an Associate Degree in a related field such as: Turf Management, Horticulture, Urban Forestry or a related field.
- Minimum of two (2) years of experience in related field or an equivalent combination of education and experience.
- Must have a valid Driver's License.
- Must possess a valid State of Illinois Pesticide Operator's License or must have ability to obtain within six 6) months of hire (District provided)
- Must be CPR and AED certified within six (6) months of hiring (District provided).

Essential Duties & Responsibilities

- Employee is responsible for completing hands-on maintenance-related tasks in the field, as assigned by the Parks Supervisor.
- Employee must perform assigned inspections and is responsible for ensuring our parks, properties,
- vehicles, equipment, and other assets are in a safe and functional working condition and maintained at a presentable service level.
- Employee is responsible for garbage collection in all of our parks and must clean and maintain park pavilions, restrooms and other assigned buildings.
- Employee must maintain grounds through litter pickup, recycling, and other activities.
- Employee must organize, prioritize and direct multiple projects, labor and equipment needs.
- Employee must document labor-hours and materials used on work orders to specific job requirements.

- Employee must apply herbicides, fungicides, and pesticides to destroy undesirable growth and pests.
- Employee must assist the Horticulture, Fleet & Mowing, Playgrounds, and Athletic Fields crews as-assigned.
- Employee must perform playground maintenance, including inspections, repairs, mulch maintenance, and cleaning as-needed.
- Employee must perform ornamental horticulture maintenance which includes, but is not limited to planting trees, watering, fertilizing, flower bed arrangement, tree removal and other horticulture as needed.
- Employee must perform mowing and turf maintenance as assigned, including operating mowers, weed whips, tractors, and small engine equipment.
- Employee must perform athletic field maintenance tasks as assigned, including ballfield preps, painting field lines, and operating field maintenance equipment.
- Employee must maintain the trails, which includes, but is not limited to debris removal, grading and renovation.
- Employee must adhere to safety policies and procedures as outlined in the safety manual.
- Employee must work snow shifts as assigned and operate snow removal equipment on District roads, parking lots, and sidewalks.
- Employee is responsible for the operation and preventive maintenance of Park District vehicles, tractors, ground equipment, implements and ensuring it is performed and reported.
- Employee must maintain a proactive approach to safety and risk management and perform all job tasks within the rules and guidelines of the Streamwood Park District safety program and manual.
- Employee is responsible for supervising part-time and seasonal staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition, and discipline.
- Employee must be able to regularly lift and/or move up to fifty (50) pounds.
- Employee must demonstrate, lead, and support the Park District's mission statement, vision and core values.
- Employee must establish, support and maintain collaborative efforts with internal and external customers and organizations.
- Employee must perform all other duties as assigned.

Secondary Duties & Responsibilities

- Employee is responsible for supervising part-time and seasonal employees for other duties including, but not limited to, recreation programs and special events as needed.
- Employee must have the ability to accurately determine and perform minor mechanical repair needs, and estimate the time required to complete repairs.
- Employee must be able to attend workshops and seminars pertaining to employee's position, as needed, for new ideas, developments and techniques.
- Employee must assist with set up for recreation programs and special events as needed.
- Employee may be required to work special events at nights and on weekends.

Cognitive Considerations

- Employee must have knowledge and skill in aspects of construction, maintenance and repair of park facilities, landscaping, turf, and hardscapes.
- Employee must be able to follow directions and communicate in English both verbally and in writing.
- Employee must have the ability to read and understand materials, such as complex service manuals, wiring diagrams and maintenance and operators' manuals printed in English.

- Employee must be able to make decisions objectively based on customer service and fiscal constraint.
- Employee is responsible for keeping organized records and reports.

Environmental & Physical Demands

- Employee will be required to work both inside and outside during various environmental conditions, such as, but not limited to rain and mud, extremely hot and cold temperatures, exposure to dust, fumes, dirt, noise, insect bites, and exposure to hazardous chemicals.
- Frequent operation and handling of assigned equipment, which may include, but is not limited to tractors, heavy equipment, trucks, and automotive equipment.
- Employee must have the physical agility to maintain mobility from site to site and be able to perform heavy manual tasks (a thorough pre-employment physical examination will be required after conditional job offer).
- Employee may perform duties which include, but not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.

Psychological Considerations

- Employee must be able to work independently in day-to-day operations with general direction of the Parks Manager.
- Employee must have the ability to delegate work, where appropriate, in order to accomplish work most effectively.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to work in a team atmosphere, while promoting the Park District's mission statement, vision and core values.
- Employee must have the ability to maintain self-control and composure in difficult situations.
- Employee must have the ability to recognize priorities and meet deadlines.
- Employee must have the ability to receive constructive criticism and/or supervision.
- Employee must have the ability to be flexible and adaptable to new situations.
- Employee must possess enthusiasm and drive with a desire to accomplish goals and objectives.

Pay Information

New Hire Pay Rate: Newly hired employee can expect $18.00+ per hour depending on qualifications.

Benefits We Offer

Please see applicable benefits at: Benefits

Please note as an FT2 classified employee, the Park District only offers medical HMO coverage. The Park District paid portion of Medical, Dental and Vision premium will be the same amount as employee only coverage, no matter the number of dependents covered. Please see our Website Benefits page to see the current employee-employer cost share for FT2 insurance.

Apply through our Streamwood Park District website: Streamwood Park District - Full-Time Parks Specialist