



Park Specialist - Operations

Skokie Park District

Contact Name: Lynn Seebacher

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Closing Date:

Salary: \$19 - \$24/hour hiring range depending on qualifications and experience

Description:

QUALIFICATIONS:

Education: High School diploma or equivalent (GED). Prefer individual with trade school certification or training in electrical, plumbing, HVAC or a related trade.

Experience: Prefer at least three years park, facility or grounds maintenance experience. Experience should be heavy in electrical, carpentry and plumbing.

Certifications: At a minimum, must possess a valid Illinois Drivers' License. Must be able to obtain Class "B" C.D.L. (Commercial Drivers' License) and a Certified Playground Safety Inspector Certification within six months of employment. May be required to obtain other trades certifications. Must be able to obtain and keep current CPR and AED certification.

Other Qualifications: Must possess strong interpersonal, leadership, organizational and communication skills and be able to communicate using the English language. Prior supervisory experience is a plus. Must have a working knowledge of gas and chemical detection meters as well as a working knowledge of underground wiring and piping detection meters or locators. Must be able to lift 50 pounds and pass a pre-employment physical, drug test, Illinois Drivers' License record check and criminal background check.

DUTIES:

This position is responsible for performing a variety of skilled duties in the maintenance of playgrounds, facilities and athletic areas with an emphasis on electrical, plumbing, carpentry and other trade skills. Acts as crew leader on a variety of park and building maintenance and construction projects; and is responsible for the supervision of assigned staff. As assigned, responsible for the planning, laying out, and inspection of the work performed by other full-time and seasonal staff. Maintains inventory and has custody of tools, equipment and supplies. Duties include the use of the high lift truck for light pole repairs and tree trimming. Operates trucks, tractors, high lift truck, back hoes, loaders, chain saws, various power tools and other heavy equipment. Assists with the District's preventive maintenance program. Makes plastering repairs to walls and ceilings. Builds, sandblasts and installs park signage. Under confined space law, required to perform tasks in manholes, closets and other confined spaces. Assists with set-up and take-down of equipment and other items which

may include tents, stages, tables and chairs during the District's special events. May perform playground inspections and playground repairs as assigned. Prepares written reports of work performed. This position is on-call during assigned weeks for snow removal. Snow removal duties include plowing, snow-blowing, shoveling, salting walkways and parking lots. The Park Specialist follows appropriate safety guidelines and utilizes standards of performance set forth in the Park Operations Manual for all work. This position works both indoors and outdoors year-round and is exposed to extreme climate conditions including severe cold, snow, rain, heat and humidity. Hours: This position is non-exempt (qualifies for overtime pay) and is 40 hours per week, generally Monday through Friday, 7:00 AM to 3:30 PM. Depending on the needs of the District, may be required to work other shifts and overtime which may include evenings and weekends as needed for special events, emergency repairs and snow removal.

TO APPLY: Complete online employment application. Apply early as interviewing will begin promptly. Use the link below to apply:

<https://www.applitrack.com/skokieparks/onlineapp/JobPostings/view.asp?AppliTrackJobId=441>

CONTACT: Questions about this position may be directed to Lynn Seebacher, Human Resource Manager

Phone: 847-933-4357

E-mail: LSeebacher@SkokieParks.org

The Skokie Park District is an equal opportunity employer.