



Maintenance Assistant

Cantigny Park

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$17/hr. with full benefits

Description:

Maintenance Assistant

Department: Facility Services

Reports to: Maintenance Supervisor

Location: Wheaton, IL

Compensation: \$17/hr.

Opportunity: Maintenance Assistant

Cantigny Park is offering an exciting and rewarding career opportunity for a Maintenance Assistant. This position will support the Facility Services team in maintaining, repairing, and improving the park. Specifically, the Maintenance Assistant is responsible for minor carpentry, painting, wall repair, and other general labor tasks. An ideal candidate is familiar with building systems, maintenance, hand and power tools, and enjoys collaborating with teammates on challenging projects. This is a full-time position scheduled to work Monday through Friday, 7:00am to 3:30pm.

Responsibilities

Assist in the maintenance and repair to building systems using experience in carpentry, painting and wall repair

Perform other duties as assigned which could include, but are not limited to, digging, cleaning, operating equipment, moving items, and picking up parts

Keep all assigned hand and power tools in good condition without any loss

Ensures that all facilities and equipment are kept organized, clean and operating properly and notifies the Maintenance Supervisor if they are not

Follow all purchasing procedures

Provides for personal safety in the workplace by attending and completing all required safety training (safety procedures, AED, First Aid, Youth Interactions), knowing and following existing safety rules including the applicable use of personal protection equipment, the proper operation of tools/machinery and proper handling of hazardous materials, and reporting any unsafe conditions to respective supervisor

Qualifications

High school diploma or equivalent required

Basic knowledge of building systems and maintenance

Basic knowledge of hand and power tools

Ability to lift and maneuver 75 lbs. and work from ladders and lifts

Team player, with the ability to work and make decisions independently when needed

Demonstrated passion for the Foundation's values with commitment to deliver results measured against the Foundation's mission

Outstanding interpersonal skills and experience building relationships with multiple stakeholders by listening to new ideas, encouraging dialogue, and inspiring people to work towards common goals

Valid IL driver's license

Must attend Cantigny Park's Child Safety Training

All offers are contingent upon successful completion of a criminal background check and drug screening

Apply online here: https://donate.mccormickfoundation.org/_about-us/about-us---careers-newton-test?gnk=job&gni=8a78859e7239c82d0172dce6861c001c&gns=Illinois+Parks+%26+Recreation+Association+%28IPRA%29