



Facility Maintenance Specialist - Full Time Non-Exempt Elk Grove Park District

Contact Name: Christy King
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Closing Date:
Salary: \$19.95 - \$23.94

Description:

For more information and to apply please visit our website at:
<https://www.elkgroveparks.org/employment-careers-jobs>

JOB SUMMARY

Under supervision of the Facility Maintenance Supervisor, the Facility Maintenance Specialist is responsible for managing and overseeing maintenance work with an emphasis on electrical, plumbing, heating and ventilation (HVAC) and assisting with the planning, logistics and administration of the Facilities Department.

ESSENTIAL JOB FUNCTIONS

Performs facility maintenance work as necessary.
Makes routine inspections and preventative maintenance repairs, and troubleshoots problems
Assists Facility Maintenance Supervisor in completing demand and preventative maintenance work requests.
Assists in the coordination of Facility Maintenance Division and Building Maintenance Section work and schedules.
Assists in coordinating and overseeing the successful completion of intradivisional and intradepartmental projects.
Coordinates and conducts in-service training.
Attends monthly Parks & Planning Crew Leader/Specialists Meetings
Coordinates and oversees facility maintenance contractual work
Keeps inventory of relevant equipment
Investigates and submits relevant capital requests to keep facilities in good working order
Assists in the preparation of bids and specifications.
Displays an ability to troubleshoot park and facility repairs and construction.
Performs evaluations of facilities, buildings and equipment.
Inspects and performs preventative maintenance and repairs.

MINIMUM QUALIFICATIONS

Knowledge of building and equipment maintenance and related areas including but not limited to miscellaneous hardware and equipment, general mechanical, electrical systems, plumbing, painting,

carpentry and construction, and plumbing and piping systems..

Ability to safely and effectively operate and maintain a wide variety of hand tools, power tools, vehicles and equipment.

Ability to work in a team-based environment.

Ability to use graphic instructions such as blueprints, layouts and other visual aids.

Effective communication and interpersonal skills.

Work independently under minimal supervision.

Possess a valid State of Illinois drivers license.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities may be demonstrated by education or formal training equivalent to a High School Degree plus, four years experience in a related position. Education or formal training beyond high school in general trades and facility maintenance preferred. Any equivalent combination of education and/or experience may be substituted for the above.