



Facility Engineer - District Wide

Park District of Highland Park

Contact Name: Tony Matzke

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Closing Date:

Salary: \$24.52 - \$28.10 Hourly

Description:

Summary: Under the supervision of the Facilities Maintenance Manager and with guidance from Facility Engineers, the Facility Engineer is responsible for the maintenance and technical support of facilities throughout the Park District of Highland Park.

Essential Duties and Responsibilities: Perform basic facility maintenance throughout the district. I.E., light bulb replacement, minor plumbing repair, minor carpentry and building repair, etc. Aids in establishing procedures and standards for monitoring building operations, preventative maintenance within Park District Facilities. Performs and documents facility inspections and coordinates the maintenance and repair to eliminate deficiencies throughout facilities. Inspects facilities and equipment for deterioration or impending failures, analyzes failures, then documents faults, determines causes and prescribes repair and/or improvement modifications, as necessary. Consults with Safety Coordinator to insure efficient operation of the structural, electrical, HVAC, plumbing, security, communication, sprinkler, and fire detection systems. Assist in setting up and managing inventory for Facility Maintenance Supplies. Provide input to the Manager in the development of the annual and five-year capital replacement plan strategy for district locations. Helps to coordinate requisitions for the necessary repair equipment and machines, repair parts and contractor services to effectively meet equipment modifications or installation needs. Be available for minor emergencies during off hours. Schedules contractors for repairs (Fire Alarm, Sprinkler, Entry Alarms, etc.) through after hours call centers to ensure timely repairs. Performs directed tasks according to documented maintenance schedules; helps prepare planned preventative maintenance schedules. Learns design techniques to eventually direct modifications of facilities and equipment to improve safety; supports facilities to reduce costs and limit equipment failure. Responsible for performing on-site project management of various construction and building improvement projects. Responsibility for maintaining computer-based work order system and updating management on progress of projects. Assist Parks Department with nightly gate closures at Lakefront locations. Performs routine checks/maintenance at Indoor and outdoor (in season) pools daily to ensure proper system operation and water quality. Effectively communicate any completed repairs, scheduled repairs or needed repairs to other Engineers and Facilities Maintenance Manager daily. Comply with all state and local codes, and all Park District policies. Performs other related duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

Education and/or Experience: High School Diploma or equivalent is required; trade or vocational

school is preferred. Previous relevant work experience in a maintenance environment is preferred. Strong mechanical aptitude is a plus.

The Park District of Highland Park is an Equal Opportunity Employer