



Full-Time Peck Farm Care Taker Geneva Park District

Contact Name: Christy Powell
Contact E-mail: cgorra@genevaparks.com
Contact Phone: 630-232-0605
Closing Date:
Salary: \$42,000-\$45,000+ DOQ

Description:

Please apply on-line by visiting www.genevaparks.org/about/employment

Position:

Full-Time Parks Maintenance Level 1 – Peck Farm Caretaker

Summary:

Under the direction of the Peck Farm Manager and the Assistant Superintendent of Parks, the Peck Farm Caretaker shall perform maintenance tasks which focus on the timely care of Peck Farm Park. This includes care of the farm buildings, butterfly house, nature playground, flower beds and park grounds. This position works a scheduled five-day work week, which may include a regularly scheduled weekend day during the peak season of active park use, that being mid-April thru Mid-October. During this time, one of the scheduled work days will be either a Saturday or Sunday. The work week for the remainder of the year is typically Monday thru Friday 7:00 am to 3:30 pm. Duties after the April to October season may include working with Parks staff members in general park maintenance duties outside of Peck Farm. Overtime may be required.

Supervisor:

The Peck Farm Caretaker reports to Peck Farm Park Manager and Assistant Superintendent of Parks, and the Executive Director.

Qualifications:

Minimum qualifications include completion of a high school education and basic knowledge of landscape maintenance skills. Additional knowledge of turf, trees, shrubs, flowers, building maintenance, and equipment operation is preferred. A valid Illinois Drivers License is required. An Illinois Department of Agriculture license to apply plant protectants is preferred.

Essential Functions:

1. Season long care and daily maintenance of parks, buildings and athletic facilities.
2. Perform mowing, custodial maintenance, general maintenance, landscaping and repairs for continual upkeep and cleanliness of buildings, grounds, and facilities.

3. Set up of facilities for rental events, District programs and/or classes.
4. Supervision of part-time or seasonal employees may be required.
5. Ability to safely operate Park District vehicles and equipment.
6. Remain on call for snow removal, repairs and maintenance as deemed necessary.
7. All other duties as assigned.

Marginal Functions:

1. Assist all employees of the Park District as needed.
2. Attend training opportunities and attain certifications relevant to position.

Cognitive and physical requirements:

1. Resolve differences and problems that arise with patrons and work together with other employees.
2. The Parks Department employees must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.
3. Will be exposed to weather elements when performing outdoor functions. Some activities are performed indoors.
 1. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Safety Program:

1. Understand the Park District's safety procedures and requirements.
2. Adherence to all safety protocols including accident reports, emergency safety procedures,
3. Timely reporting of hazardous conditions or conduct of any employee under their supervision.
4. Report all incidents and potential hazards to the Safety Committee as soon as possible.