



Parks Maintenance Level III

Woodridge Park District

Contact Name: Connie Curry

Contact E-mail: ccurry@woodridgeparks.org

Contact Phone: 630-353-3327

Closing Date:

Salary: \$50,000 - \$75,000, DOQ

Description:

Do you love to work in a great community? Then the Woodridge Park District located in Woodridge, Illinois is for you! We have an opening for a full-time Park Maintenance III staff member. As a five time Illinois Distinguished & Accredited Agency Award recipient, the Woodridge Park District serves approximately 35,500 residents with 690 acres of parks and sites offering over 1,000 programs each year. Maintenance - Level 3 staff are responsible for performing general maintenance and/or performing a specialty trade (e.g. carpentry, electrical, etc.) for the Park District. General maintenance consists of but is not limited to, the care and repair of landscaping, turf, trees, buildings, vehicles, and equipment. Maintenance – Level 3 staff will also assist the Superintendent of Parks and Parks Operations Manager with planning, supervision, and implementation of major maintenance/construction projects. The minimum salary for this position is \$24.04 per hour and the maximum of the range is \$36.06 per hour. Compensation offers are made depending on qualifications and experience.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of financial accountability, integrity/ethics, job knowledge, interpersonal skills, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, teamwork, and productivity.

Essential Duties

- Perform general maintenance and/or use a special trade to perform maintenance for the District on parks, buildings, facilities, and park site furnishings/equipment as assigned.
- Operate assigned Park District vehicles and motorized equipment.
- Operate equipment including but not limited to mowers (comparable to a 580 Toro mower), weed eaters, power washers, blowers and other miscellaneous power equipment as directed.
- Perform general horticultural practice of plant material in include maintenance, installation and removal.
- Operate tractors and riding/walk-behind mowers to mow and trim turf
- Oversee part-time seasonal workers and special work crews as assigned.

- Develop and exercises safe work habits to prevent injuries and conserve material resources.
- Generate new ideas to improve maintenance operational efficiencies, reduce maintenance costs, improve safety and improve access to parks and recreation services.
- Work as a team player with co-workers and in conjunction with other departments

Initiative

- Seek out new responsibilities and practice self-development.
- Be prepared to deal with emergency health issues in accordance with Park District policies. Special sanitation procedures are to be taken in the event of some illnesses, see policy 3.4 in the Comprehensive Policy & Procedures Manual for details.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Personal Organization

- Maintain a clear and functional workspace.
- Keep information organized and accessible
- Use appropriate time keeping method/system to accurately record time worked in accordance with policy/procedure.

Teamwork

- Attend staff meetings and in-service training sessions as required.
- Promote a team atmosphere and work with co-workers to meet all team deadlines and responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Basic understanding of tools, turf, and equipment maintenance.
- Ability to administer all functions of park operations as required by the Superintendent of Parks and Operations, the Parks Maintenance Operations Manager, and Director of Parks, Planning and Development.
- Basic skills in electric, carpentry, and plumbing.
- Knowledge of and the ability to maintain and care for turf, trees, buildings (interior & exterior components/systems), vehicles, equipment, and the repair of same.
- Knowledge of construction techniques including: plumbing, carpentry, electricity and the ability to use this in implementation and supervision of construction projects.
- Ability to follow directions and once a job is assigned and the ability to work with limited daily supervision.
- Strong leadership skills and the ability to oversee seasonal part-time department employees.
- Ability to operate heavy equipment including, but not limited to: tractors, end loaders, backhoe, skid steer, and large mowers.
- Ability to observe and report safety hazards.
- Ability to interact positively and effectively with residents, cooperating agencies, and Park District employees.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of organization.

- Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.

Education & Training

- Minimum of a high school degree or equivalent required.

Certificates, Licenses, Registrations

- Obtain and maintain a State of Illinois Pesticide Operator's License within 12 months of hire.
- Obtain and maintain National Swimming Pool Foundation Certified Pool / Spa Operator Certificate within 12 months of hire.
- Obtain and maintain a Certified Playground Safety Inspector (CPSI) within 12 months of hire.
- Obtain and maintain first-aid certification.
- Obtain and maintain adult CPR/AED certification.

To apply follow this job link:

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