

**PLEASANT DALE PARK DISTRICT
JOB DESCRIPTION**

JOB TITLE: Maintenance Staff

DEPARTMENT: Maintenance

SUPERVISION: Reports to: Superintendent of Parks and Facilities
Responsible for: Does not directly supervise staff

SUMMARY:

The Maintenance Staff is responsible for assisting the Superintendent of Parks and Facilities with the execution of all maintenance duties and projects for the Pleasant Dale Park District. The Maintenance Staff is a part/full time "at will" employee which will require night and weekend hours.

QUALIFICATIONS:

The ideal candidate will be a minimum of 16 years old. Familiarity with maintenance equipment a plus. Candidate must have the ability to establish and maintain effective working relationships with employees, volunteers, superiors, contractors, and the public.

The Maintenance Staff must be CPR/AED and First Aid Certified or ability to acquire within 3 months of hire. Training will be provided. Candidate must also pass a physical examination A valid state-issued driver's license and safe driving record required.

REQUIRED SKILLS:

Ability to perform strenuous physical work, lift and carry up to 100 pounds. Ability to stand, walk, sit, ride, reach, grasp, and perform body movements. Possess hand/eye/foot coordination adequate to operate machinery and vehicles. Ability to talk and hear in person and by telephone and two-way radio. Ability to see and read instructions, manuals, operational guides and gauges on a vehicle. Use of lawn care maintenance equipment, athletic field maintenance equipment, tools, vehicle maintenance, and basic facility maintenance. Must have the ability to solve problems as they arise and be able to perform tasks without supervision.

DUTIES & RESPONSIBILITIES:

1. Work cooperatively with the Maintenance Supervisor to complete various maintenance tasks, including but not limited to:
 - Grounds maintenance-mowing, weed wacking, weeding, mulching, planting, aerating, seeding, fertilizing
 - Garbage collection at all locations
 - Snow removal and ice dispersion
 - Minor repairs of facilities and equipment
 - Painting and staining as needed
 - Set-up and preparation of fields for athletic activities
 - Set-up and preparation for special events
 - Cleaning and other custodial duties as schedule and incidents dictates
 - Maintains all equipment at the park district
 - Special projects as assigned
2. Properly use tools in a manner for which they were designed
3. Assist with organization of maintenance facilities and inventory
4. Assist with special event supervision, parking enforcement, etc

5. Assist with on-time completion of all playground and park inspections
6. Enforce park ordinances and rules of conduct in a professional manner
7. Other duties as assigned

PHYSICAL DEMANDS/WORK CONDITIONS:

Prolonged hours of physical labor, especially at special events

Ability to work in an outdoor setting under extreme weather conditions including:
heat, cold, wind, and rain

Some activities performed indoors, these conditions include lighting and temperature

Exposure to various chemicals (i.e. fertilizers, weed killers, chemicals, cleaning agents
and fuel oils)

Monitoring threatening and adverse weather conditions

Must be able to lift 100 pounds

Vision acceptable per DMV requirements for operation of a vehicle

SAFETY ISSUES:

Actively support the loss control program that will effectively control and reduce accidents.

Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted.

Promptly report to the Safety Coordinator all accidents and injuries occurring within the course of employment, no matter how minor.

Promptly report to the Safety Coordinator all unsafe actions, practices or conditions observed.

Accident report must be filled out for each incident.

The Organization will provide equal opportunity to all employees and applicants for employment regardless of actual or perceived race (and traits associated with race including but not limited to hair texture and protective hairstyles), color, national origin, ancestry, citizenship status, work authorization status, age, religion, marital status, disability, sex, gender, pregnancy, sexual orientation, gender identity, military or veteran status, order of protection status, genetic information, or any other category protected by applicable law.

Starting Salary: \$18-\$27/hour