



Job Description: Parks Operations

Department: Parks

Accountable to: Facility Maintenance Supervisor

Position Summary: Responsible for performing a variety of daily, seasonal and/or routine grounds and facility maintenance functions

Supervisor Relationships: Reports to the Director of Parks and Planning and Assistant Director of Parks and Planning and may supervise seasonal staff as directed

Essential Job Duties (depending on assignment)

- Performs all required tasks to maintain Park District grounds and horticulture projects by following written or verbal instructions.
- Performs all required tasks to prepare and maintain ball diamonds and athletic fields
- Assists in installing, inspect, maintaining and repairing playgrounds and playground equipment
- Assists with application of pesticides to Park District grounds and/or horticultural areas, as needed
- Operates Park District maintenance vehicles and equipment
- Operates hand tools and landscaping equipment and uses other tools in performing landscaping, field preparation and construction job tasks
- Performs all tasks to maintain Park District facilities and buildings
- Policies grounds, performs grounds set ups, and cleans and removes refuse from grounds, sites and buildings
- Plows, shovels, snow blows, brooms and salts to remove ice and snow
- Loads, unloads and delivers equipment and supplies, as needed
- Constructs and maintains outdoor hockey and ice rinks
- Submits a daily log of completed work
- Attends meetings on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Performs all other duties as assigned

Required Knowledge

- Good knowledge of parks, grounds and facility maintenance and associated tasks
- Good knowledge and skills in the use and maintenance of hand tools and ground equipment, including but not limited to riding and hand mowers, weed whips, chippers, chain saws
- Good knowledge of the hazard and safety of the work performed
- Understanding of appropriate chemical disposal

Required Skills

- Ability to safely operate a variety of maintenance equipment and machinery
- Ability to clean, calibrate, make adjustments and perform routine maintenance on equipment
- Ability to interpret blueprints, sketches and drawings
- Ability to follow Park District safety rules and guidelines
- Ability to maintain positive and effective working relationships
- Capacity to utilize effective time management skills to complete assigned tasks
- Ability to follow through on projects from beginning to end without immediate supervision
- Capacity to lead crews, solve problems and make project-related decisions
- Ability to follow direction and communicate in English both verbally and in writing and to read and understand materials printed
- Capacity to perform basic mathematical computations including measuring, calculating and estimating
- Ability to successfully complete the Park District's Defensive Driving training, in order to drive to various locations

Qualifications and Requirements

- Valid Illinois Driver's License
- CPR and First Aid Certification preferred

Hours of Work

- 40 hours a week, with hours designated by the Director of Parks and Planning
- Overtime and night, weekend and holiday work hours, as required
- Nights or modified shifts are required, as needed

Physical and Environmental Requirements

- Heavy work, lifting up to 50 pounds frequently and up to 20 pounds constantly
- General outdoors work area, with frequent exposure to natural and potentially extreme weather conditions while performing job duties
- Exposure to chemicals such as fertilizers, pesticides, cleaning solutions, petroleum products, etc.
- Exposure to mud, dirt, dust and decaying organic material
- Protective clothing and equipment is required as it pertains to the particular duty
 - Ear plugs or ear covers
 - Safety goggles, glasses or face shield
 - Steel-toed boots, Chain saw chaps, latex gloves
 - Protective gloves, rubber boots, hard hat
 - Painting and spraying respirator
 - Back brace, knee pads, and protective suit