

Department: Maintenance
Reports To: Parks Supervisor
Classification: Part-time, Non-Exempt, At-Will

Summary

This position reports directly to the Parks Supervisor and works under their supervision. The role assists with general projects and preventive maintenance of buildings and grounds.

Qualifications

- Candidate must possess a valid Illinois driver's license.
- Must be able to pass pre-employment physical exam and drug screening.
- Academic studies in maintenance/construction or a related field preferred. Electrical and plumbing knowledge preferred as well as grounds/construction equipment experience.

Essential Functions

- Assist with the performance of projects related to facility and grounds development, maintenance, and repairs.
- Assist with the performance of minor electrical, plumbing, carpentry repairs and painting projects as necessary.
- Operate/maintain small power hand tools, floor scrubbers, sweepers, turf brush as well as construction equipment as required.
- Assist staff as needed

Marginal Functions

- Performs other duties as assigned by Park Supervisor.
- The District encourages its employees to "take ownership" of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Safety

- All Employees will be responsible for implementing the policies and procedures that pertain to safety and health.
- Responsible for following and complying with OSHA and District safety policies as presented in the Personal Policy Manual. Uphold the District commitment to safety by attending scheduled safety programs/seminars and promptly reporting accidents and hazardous conditions to Executive Director.
- Follow and promote procedures designed for safety and risk management. Identify unsafe conditions and procedures; take corrective action; bring to the attention of the Executive Director

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be in good physical health.
- Employee may use hand(s) for repetitive movements.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.
- Employee may come into contact with various chemicals, fertilizers, or pesticides during work duties.

Environmental Considerations

- May be exposed to all kinds of weather conditions.
- May be exposed to possible allergens, such as dust, plant pollen, etc.
- Cognitive Considerations
- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must be able to follow directions from and work with supervisors, and co-workers.

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.

- Possess strong leadership skills; an established philosophy towards the guidance and development of staff; ambition to enhance; creativity to challenge themselves and their teammates; open-mindedness; ability to embrace change; trustworthiness; familiarity in programming areas and equipment associated with the position; alignment with mission, vision and values of the District.

Hours & Wage Range

The position is a part-time position and shall be paid every two weeks at an agreed hourly wage depending on qualifications (\$18-\$22/hr). This position will work Monday – Friday 7:30-4:00 pm.

Contact

Please send resume to: JOhlinger@RochelleParkDistrict.org

Flagg-Rochelle Community Park District

Attn: Executive Director, Jackee Ohlinger

802 Jones Road

Rochelle, IL 61068