



## Golf Maine Park District JOB DESCRIPTION

### **Our Mission:**

To enhance the quality of life for the residents of the Golf Maine Park District and to promote a strong sense of community by providing a broad, diverse and challenging set of cultural and recreational programs and clean, beautiful and safe parks

**Job Title:** Maintenance Worker  
**Department:** Buildings and Grounds  
**Location:** 9229 Emerson, Des Plaines  
**Reports To:** Superintendent of Buildings and Grounds  
**Work Hours:** Up to 30 hours per week and may include weekend work  
"On-Call" status in the case of emergencies.

### **Essential Function**

Responsible for performing a variety of routine labor functions to maintain park district facilities, grounds and equipment in a clean, safe and presentable condition.

### **DUTIES AND RESPONSIBILITIES:**

- Daily interior maintenance including class/meeting rooms, hallways, offices, gymnasiums, track, locker rooms, showers, restrooms, kitchens, and storage and mechanical rooms. Must maintain floors, carpets, windows, walls, doors, toilets, sinks, showers, trash receptacles and other furnishings, fixtures and equipment in a clean, safe, operable and presentable condition. Keep toilet tissue, paper towels and soap adequately supplied in restrooms and locker rooms.
- Exterior maintenance including picking up litter and debris, sweeping, mowing, trimming, planting, weed pulling and other related duties to maintain clean, safe and presentable grounds. Keep entrances, sidewalks and paths free of debris, snow, ice and other obstructions.
- Operate tractor, mowers, snow removal and other equipment.
- Maintain electrical fixtures, change light bulbs and perform other minor repairs as needed.
- Check daily event calendar and complete room setups and/or cleanups.
- Report safety concerns and needed equipment and facility repairs to the Superintendent of Maintenance.
- Assist in the setup of baseball/softball diamonds, such as dragging fields, marking lines, setting up bases and mounds, etc.
- Assist with minor repairs and special projects
- Worker must work around general population/park patrons in public areas.
- Perform other duties as assigned.

### **Required:**

- A minimum of a High school diploma or GED
- Previous experience in the care and maintenance of buildings and grounds facilities
- Valid Illinois State driver's license
- A basic knowledge of general repairs and custodial services
- Effective oral communication skills
- Good interpersonal skills
- Effective problem solving skills
- Ability to multi-task workload
- Highly customer service focused

**Recommended:**

- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Comprehensive knowledge of safety and risk management
- Would prefer someone with HVAC, plumbing, electrical and/or mechanical experience

**Knowledge, Skill and Work Experience**

- Ability to exercise mature and solid judgment in evaluating and rendering decisions in everyday operations as well as pressure type situations
- Ability to encourage harmonious team oriented work environments that foster positive employee work relationships
- Ability to support systems that convey a favorable Park District image with the public
- Ability to work effectively with internal and external customers, recognizes diverse opinions and needs, and maintains a positive working relationship with all employees.
- Establishes and maintains the highest standards of ethical conduct
- Worker must use good safety awareness and judgment.

**Physical Considerations**

- Frequently: Sitting, walking, standing
- Occasionally: Climbing, balancing, stooping and kneeling
- Strength: Work requires handling average weight (up to 50 lbs.) materials or equipment
- Use of fingers, hands and arms is frequent.

**Environmental Considerations**

- Interior work is done indoors in well lighted, climate controlled buildings.
- The outdoor work will be in the areas immediately surrounding the facilities and worker will be exposed to outdoor weather conditions including sun, heat, rain, cold, snow, etc.
- Worker is exposed to cleaning solutions.

**Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal manner.
- Ability to understand and carry out oral and/or written instructions efficiently and effectively.
- Ability to communicate with team in clear, concise and effective manner.
- Ability to use independent good judgment, initiative and respond to unexpected or unplanned events or demands.
- Ability to interpret "early warning" signals of potential emergency situations and to communicate information effectively and respond appropriately.
- Ability to present one self in a professional manner
- Ability to exercise good problem solving skills
- Ability to exercise good conflict resolution skills

**Customers:**

Internal: Other park district staff and board members

External: Patrons of Golf Maine Park District, residents of Maine Township, Police Departments, Maine Township, District 63 and 207 Schools, Maine Township Business Community

**Salary Range: \$10-\$12/hr starting**

**Updated: 2/4/2011**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*