

**JOB TITLE: PARK MAINTENANCE**  
**DEPARTMENT: PARKS**  
**STATUS: PART-TIME**

**JOB SUMMARY**

**DUTIES:** The part-time employee performs various park duties, including but not limited to the maintenance and repair of the Park District facilities, properties, and equipment. The part-time employee will be under the supervision of the Superintendent of Parks.

**MINIMUM QUALIFICATIONS:** Experience in performing duties pertaining to grounds, building and equipment maintenance and have working knowledge of various hand and power tools. Must be at least eighteen (18) years of age, a high school graduate and must also have a valid driver's license. Qualified applicant will be subject to Employment Verification, Drivers and Criminal background checks.

**HOURS:** The part-time employee generally may work up to 24 hours per week. Unless otherwise directed, the general work hours are typically between 7:00 a.m. and 3:30 p.m. With Monday, Wednesday and Friday being the preferred days, with some flexibility. The part-time employee shall be entitled to a ½ hour unpaid lunch. Weekends, evenings, holidays and special event work will be required as needed.

**PROPOSED TERM OF EMPLOYMENT:** The proposed term of employment for the part-time employee is year-round. The Clarendon Hill Park District Executive Director reserves the right to alter, amend, increase or decrease the term. There shall be no guarantee of work. The part-time maintenance position is an at-will employment position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Mowing of all turf grass
- Trim mow with sting line trimmer or push mower
- Remove garbage and refuse
- Perform janitorial duties
- Snow removal and Salting
- Ice rink and sled hill prep and maintenance
- Operate hand and power tools (string-line trimmer, shovel, drill, etc.)
- Perform construction, repair and/or maintenance of park site facilities/landscape
- Operate and care for vehicles and equipment
- Perform required park and vehicle inspections
- Organize and plan daily duties with supervisor to ensure timely completion of task.
- Organize necessary records and follow written and oral instruction
- Responsible for knowing and abiding by the policies, procedures, and ordinances of the Park District as stated in the Park District Safety Manual and the Park District Policies and Procedures

**OTHER**

- Assist with landscaping maintenance (tree and plant care)
- Perform simple labor tasks (painting, cleaning, weeding, etc.)
- Assist with maintenance and mechanical repairs on equipment
- Must exhibit reasonable judgment when working independently or unsupervised
- Attend applicable job-related workshops, seminars, and conferences

- All other duties as assigned

### **SAFETY**

1. Actively support the safety program that will effectively control & reduce accidents.
2. Obey the practical safety rules, regulations & procedures established by the safety program that is pertinent to the activities conducted by the Department.
3. Promptly report to Superintendent of Parks. all unsafe actions.
4. Authorize Park District to conduct a Criminal Background Check and Driver's Abstract Check.
5. Protective clothing or devices are required and include: hearing protection, helmet, safety goggles/glasses, steel-toed footwear, protective gloves and dust mask.
6. Obtain C.P.R. and First Aid Certification when requested.

### **MARGINAL FUNCTIONS**

1. Assist with the physical set up of recreational and office equipment.
2. Assist all employees of the district as needed.
3. Assist at special events.

### **PSYCHOLOGICAL CONSIDERATIONS**

1. Must work closely with co-workers.
2. Must work around general population and park patrons in public areas.
3. Must work independently for long period of time.

### **PHYSIOLOGICAL CONSIDERATIONS**

Prolonged standing or kneeling may affect some individual's blood pressure.

### **PHYSICAL DEMANDS**

1. The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

2. While performing the duties of this job, the employee is required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, and talk or hear. The employee may be frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 50 pounds and must use assistive mechanical devices or other employees to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

### **ENVIRONMENTAL CONSIDERATIONS**

1. Worker is exposed to outside weather conditions 90% of the time, including extreme heat or cold, rain, wind, snow and ice.
2. Worker is exposed to chemicals (i.e. pesticides, petroleum products, cleaning agents, pool chemicals and paints).
3. Worker is exposed to soil/dirt, soil amendments, plant parts or materials and the irritants found in or created by them.

### **COGNATIVE CONSIDERATIONS**

1. Must be able to follow written and verbal directions from supervisor with safe follow through.
2. Must use good safety awareness and judgment.