

WILDWOOD PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: MAINTENANCE CREW
REPORTS TO: MAINTENANCE SUPERVISOR
FLSA STATUS: NON-EXEMPT
CLASSIFICATION: PART-TIME

Purpose of Position:

The seasonal maintenance crew staff member is responsible for assisting the Maintenance Supervisor with the upkeep of District parks and facilities.

Qualifications Required:

- Over 18 years old
- Good driving record/ Must pass Driver Abstract
- Must be able to operate trucks, mowers, and other small engine equipment
- Must be able to speak and read English
- Must pass drug test/physical and be CPR/AED/First Aid Certified upon hire

Hours:

- Part-time (20-35 hours per week), days and hours vary.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Complete daily park cleans up as needed.
- Mow and edge turf. Blow hard surfaces.
- Trim trees, bushes, shrubbery and plantings.
- Maintain flower beds including weeding as needed.
- Paint/stain various pieces of equipment.
- Clean Park District buildings.
- Safely use equipment utilizing safety gear.
- Drive vehicles in a safe manner, obeying all rules of the road. Basic mechanical knowledge.
- Maintain equipment and complete an end of the season inventory.
- Complete set-up and take-down of equipment for all district programs and events as needed.
- Report all accidents and injuries immediately. Complete written accident forms as needed and submit immediately.
- Attend all staff meetings and in-service trainings.
- Perform duties in a safe manner.
- Maintain a safe and clean work area. Inspect sites and building on a regular basis with safety in mind.
- Administer first aid as needed.
- Report any work-related or patron injuries to supervisor promptly.
- Correct unsafe conditions and/or report them to supervisor.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security - Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality - Demonstrate consistent attendance and on-time arrival. Ability to workdays, evenings, weekends and some holidays.
- Dependability - Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism - Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments. Must be open minded to all members of the community.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support - Follow policies and procedures.

Physical Demands

- Requires walking, standing, balancing, stooping, kneeling, crouching, and reaching.
- Requires heavy lifting (20-50 lbs.).
- Vision abilities required include close vision, distance vision and depth perception.

Work Environment

- Employee general work area is outdoors, in a smoke free environment. Conditions including working in direct sunlight, working in extreme temperatures and rain. The employee is occasionally exposed to gasoline, oil, cleaning chemicals, dirt, dust, pollen, odors and noise extremes.

The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.