



Wildwood Park District
Maintenance Crew (PT)

Department: Maintenance
Position Title: Maintenance Crew (PT)
Location: Maintenance Facility 17900 W. Fairfield Road Wildwood, IL 60030
Reporting Authority: Maintenance Supervisor
FLSA Status: FLSA Non-Exempt
Classification: Part-Time
Rate of Pay: Starting at \$18.00 per hour DOQ
Hours: Part-time (25-30 hours per week) shifts vary M-F 7:00am-1:00pm; 1:00pm-6:00pm; alternative shifts as needed. Weekend availability as needed.

Summary:

The Maintenance Crew Staff Member is responsible for the upkeep, restoration, and beautification of District parks and facilities with direct report to the Maintenance Supervisor.

Qualifications Required:

- 18 years of age or older.
- High school graduate or GED equivalent as a minimum requirement with 1-2 years public grounds maintenance experience or a related landscaping experience desired.
- Good driving record/ Must pass Driver Abstract and have valid driver's license.
- A basic knowledge of park maintenance equipment use is essential. Must be willing to learn various horticultural, and field maintenance practices. Has read and understands the safety rules and regulations in the Park District Safety and Crisis Manual. With adequate training, the Maintenance Crew Member should be able to operate all - but not limited to pickup trucks, plow vehicles, Gator vehicles, riding mowers, push mowers, string trimmers, and various landscape equipment and power tools. Should possess the physical ability to carry out assigned duties.
- Must be able to speak and read English
- Must pass pre-duty drug test/physical screen and be CPR/AED/First Aid Certified upon hire.
- Must pass background screening.

Essential 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 clean up as needed. Weed tree bases, flowers, parking areas, etc.
- Trim and/or remove trees, bushes, shrubbery, shorelines, and plantings throughout the parks system.
- Edge out tree bases, walking paths, and landscaped areas.
- Assist with the maintenance of lily pad growth in the coves of parks adjacent to Gages Lake.
- Maintain flower beds and sign planters including weeding as needed. Apply mulch as needed.
- Maintain playground mulch levels by raking and weed as needed.

- Maintain shoreline rip rap and weed as needed.
- Maintain a prescribed watering schedule for flower beds, signage flower displays, and shoreline native plants.
- Assist in beach maintenance and seaweed removal around lakefront parks on a daily basis during the summer.
- Paint/stain various pieces of equipment and touch up park tables/benches.
- Assist Team with various projects such as signage installs, power washing, and playground repairs.
- Properly complete various inspection forms. Correcting and documenting unsafe conditions immediately, with sense of urgency, and/or report to Supervisor, or by requesting support when deemed necessary, in a timely manner. These areas include piers, vehicles, park grounds, buildings, and playgrounds.
- Complete other special projects and work orders as assigned.
- Safely use equipment utilizing appropriate safety gear and designated PPE for specific tasks per the provided Job Hazard Analysis.
- 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 and practice daily housekeeping of the facilities and equipment.
- 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. Adhere to District training policies and PDRMA (Park District Risk Management Agency) training guidelines when instructed.
- 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.

Physical Demands

- Requires walking, standing, balancing, climbing, stooping, kneeling, crouching, and reaching. Ability to work at elevated heights on 6' and 10' ladders as needed.
- Requires heavy lifting of up to 70 lbs.
- Requires ability to physically drive UTV's and other District vehicles as well as zero-turn mowers (or ability to learn).
- Safety-Toe boots that meet ANSI standards required for daily work.
- 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. Appropriate PPE is provided to all staff including hearing, vision, and head/hand/body protection, when the job task requires it.

For More Information:

Please send resumes to Maintenance Supervisor Michael Dykes at maintenance@wildwoodparkdistrict.com along with a completed application (PDF fillable version available).

To visit our website employment page and download an application and the job posting please visit:
<https://www.wildwoodparkdistrict.com/about-us/jobs/>

Please direct any other questions to info@wildwoodparkdistrict.com or call us at 847.223.7275

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.