



VILLAGE OF PALOS PARK POSITION DESCRIPTION

Department:	Recreation and Parks Department
Position:	Seasonal Maintenance Worker
Supervisor:	Parks Supervisor/Assistant Director
Benefits:	None
Pay rate:	Hourly rate, overtime eligible. Starting range \$10-\$12 per hour DOQ.
Hours Weekly:	8-12 hours per week, weather related work, seasonal basis.

General Purpose:

Provides public services to the residents of Palos Park by performing unskilled, semi-skilled and skilled tasks. Performs outdoor tasks within the parks to include mowing, plant care, sports fields & court care, playground care etc. Assists other individuals and other departments in activities as assigned.

Age:

Candidates must be 18 years or older

Education and Experience:

High school education or vocational training or related work experience and experience in municipal Parks and Recreation maintenance or similar private sector work, or any equivalent combination of education and experience. Must be able to operate and properly maintain the listed tools and equipment. Must have a valid Illinois Driver's License.

Primary Job Responsibilities and Expectations (arranged in order of importance)

1. Care and maintenance of all that pertains to the Village Green and Centennial Park to include: mowing, weeding, branching, field dragging, sand and playground material. Cleaning of tennis and basketball courts. Maintenance of structures within the parks.
 2. Operates all vehicles, tools and equipment safely and conscientiously and performs tasks following instructions according to Village-wide and Departmental policies and procedures to ensure personal safety and the safety of others.
 3. Participates in a program of preventative maintenance and repair of all hand and power tools, specialized equipment and vehicles used to perform assignments; checks proper fluid levels, lubrication, lights, air pressure, etc. to ensure safe operation to maintain and extend useful life.
 4. Remains attentive to Recreation and Parks Department related problems observed within the Village or at a work site and brings problems to the attention of supervisor or removes them as necessary.
 5. Operates tools and equipment listed in following section.
 6. The Employee must also work in a safe manner, follow safe procedures, and follow Village safety rules and programs.
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Other Job Functions

1. Cleans vehicles and equipment.

2. Performs janitorial activities at Recreation Center, including sweeping, window washing, leaf blowing, debris clean up, etc.
3. Paints equipment and Village owned structures.
4. Provides back-up to related positions.
5. Uses a Cell Phone for communication to main office on a daily basis.
6. Performs other duties as required or assigned.

ABILITY TO:

- Deal effectively with problems which arise during the completion of assigned tasks as well as emergency situations.
- Communicate effectively verbally and in writing using the English language.
- Perform physically strenuous assignments ranging from simple to demanding and complex. Move, remove and replace heavy objects, use heavy tools and/or equipment, weighing up to 100 lbs., such as manhole covers, sacks of cement, gravel, etc.
- Effectively convey, obtain, and clarify information for work assignments.
- Motivate team members toward completion of objectives.
- Maintain routine records, prepare legible and accurate reports of progress and job completion, and prepare other forms required by the Village.
- Respond professionally and respectfully to employees and the public and satisfactorily resolve inquiries.
- Establish successful working relationships with employees, subordinates, supervisors and other departments.

TOOLS AND EQUIPMENT USED:

Mini-Van, pick-up truck, riding and push mowers, trailers, air hose and nozzle, funnel, water cooler, fuel cans, chainsaws, blowers, drill, ropes, ratchet straps, sprayers, basic mechanics, tool box tools, wheelbarrow, shovels, pitch fork, rakes, picks, sledgehammer, warning flags, safety cones, warning signs, sign making equipment, hand and power tools, generators and associated drive units, mobile radio, phone, calculator, photocopier, cell phone, air compressor, broom, mops, and respiratory protection equipment.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.

While performing the duties of this job, the employee:

- Constantly (over 80%) uses hands to finger, handle, feel or operate objects, tools or controls while repairing, troubleshooting and maintain Village infrastructure.
- Constantly hears (over 80%) while performing assigned duties.
- Regularly (51-80%) walks and stands in completing work and participating in activities assigned.
- Frequently (21-50%) reaches with hands and arms, drives to various Village locations, talks, lifts and/or moves up to 100 lbs. to move, remove or replace heavy objects, tools and/or equipment.

- Occasionally (6-20%) sits, climbs or balances, stoops, kneels, crouches, crawls and smells to complete maintenance and repair work.

Specific vision abilities include:

- Close vision, distance vision, color vision, depth perception and the ability to adjust focus in order to operate the necessary equipment, tools and vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodations. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee frequently works outdoors and is exposed to wet and/or humid weather conditions, extreme cold, extreme heat, high winds, or rain storms or flood conditions. The employee is occasionally exposed to toxic or caustic chemicals, sewage odors, aerosols and liquids and works near moving mechanical parts. Occasionally the employee works in high/precious places and is exposed to fumes or airborne particles, risk of electrical shock and vibration.

SIMILAR DUTIES:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Employee will need CPR/AED certification, training provided by the Village and show proof of Hepatitis B vaccination, if needed Village will pay for the protection.

Approval: _____
Commissioner of Recreation and Parks

Approval: _____
Department Director

Approval: _____
Village Administrator

Last Revised as of: 01/19/20