

Warrenville Park District

Job Description

Job Title: Park Technician I

Department: Parks

Employee Classification: Full Time

Immediate Supervisor: Superintendent of Parks and Facilities

FLSA Status: Non- Exempt

JOB STATEMENT

The Park Technician I is responsible for performing and supervising a variety of duties required for proper upkeep of all District owned and leased facilities including preventative maintenance and repair. Other responsibilities include athletic maintenance, parks maintenance and equipment repairs and maintenance.

QUALIFICATIONS

1. Minimum 18 years of age
2. High School Graduate or two years experience in field related to Park District maintenance is required.
3. Basic knowledge and experience in ground maintenance and basic supervision skills are required.
4. A valid Illinois State Drivers license.
5. The ability to work independently, efficiently and attend to details.

IMMEDIATE SUPERVISOR

The Park Technician I is under the direction and supervision of the Superintendent of Parks and Facilities.

DUTIES AND RESPONSIBILITIES

Essential Functions

1. The ability to safely and efficiently operate Park District vehicles and motorized equipment.
2. Perform quality maintenance on general landscape, and perform quality horticultural work.
3. Operate tractors and small and large motorized mowers.
4. Ability to successfully perform general maintenance functions for buildings, facilities and site amenities independently.
5. Perform quality turf maintenance including fertilizing, seeding and weed killing.
6. Effectively and efficiently remove all litter, garbage and refuse materials from parks, playgrounds and facilities.
7. Proper planting and trimming of trees and shrubs.
8. Successfully and professionally complete work orders, pertaining to parks and facilities
9. Clean and maintain flower and shrub beds at Park District parks and facilities.
10. Operate snow removal equipment including snow blower, truck with snow plow attachment to and snow shovels to keep all walkways and stairs clear of debris and snow and ice as needed.
11. Drag, repair, rake and line ballfields.
12. Install temporary fences and posts at ballfields
13. Set up, mark out and paint soccer fields.
14. Performs basic plumbing repair of Park District Facilities.
15. Perform basic construction operations such as framing, painting, and drywall.
16. Regular attendance and punctuality.
17. Responsible for scheduled weekend on call duties.

Essential Functions, cont'd

18. Ability to work weekends and holidays and assist with special events as needed.
19. Provide superior levels of customer service to Park District Patrons.
20. Performs other assignments as may be assigned by the Superintendent of Parks and Facilities.

Knowledge, Skills and Abilities

1. Ability to operate motorized vehicles.
2. Ability to operate motorized equipment
3. Ability to climb and/or work from step or extension ladders and mechanical lift
4. Ability to operate hand and self propelled power equipment
5. Ability to successfully complete construction projects such as framing, painting and drywall
6. Electrical knowledge a plus
7. Ability to lift up to 50 lbs.
8. Knowledge of and the ability to maintain and care for turf trees, buildings, vehicles, equipment and repair of same
9. Ability to follow directions
10. Ability to work independently
11. Ability to use public relations techniques with the public
12. Ability to function independently, possessing a high degree of self-motivation and self-direction.
13. Skill in oral communication and the ability to use these in establishing effective working relationships with district employees, Board of Commissioners, community officials and the public
14. Ability to resolve problems, handle conflict, and make effective decisions under pressure
15. Ability to make correct and safe judgments under "normal" and highly stressful circumstances and situations
16. Must exhibit good problem solving and good judgments in keeping with the mission of the District
17. Ability to use safe practices in accomplishing work

Safety Responsibilities

1. Actively support the loss control program that will effectively control and reduce accidents
2. Obey the practical safety rules, regulations and procedures established by the loss control program that is pertinent to the activities conducted by the department
3. Maintain a working knowledge of all general and departmental specific safety rules
4. Obey and enforce the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activity of the department
5. Provide continuing safety instruction while issuing daily work assignments to focus attention upon potential hazards, changes in work conditions and procedure
6. Enforce safety rules and improve employee and public knowledge of the same by confronting and correcting unsafe behavior and conditions
7. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of employees or the public
8. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices
9. Maintain a working knowledge of all general and departmental specific safety rules and plans.
10. Inspect work areas for compliance with safe work practices and rules
11. Assist with emergency procedures and building evacuation
12. Promptly report to supervisor all accidents, incidents and injuries occurring within the course of employment, no matter how minor

Safety Responsibilities, cont'd

13. Promptly report to supervisor all unsafe actions, practices or conditions observed
14. Cooperate with and assist in the investigation of accidents to identify causes and corrective measures to prevent recurrence
15. Keep work areas clean and orderly at all times
16. Attend all required safety programs and in-service educational meetings.
17. Wear required personal protection equipment (earplugs, ear covers, helmets, safety goggles/glasses, protective gloves, leather type work boot, chaps, etc.) when working in hazardous operations or areas
18. Arrive at work suitably attired for the job(s) you are expected to perform

Physical Requirements

1. Requires full range of body motion including handling, lifting, manual and finger dexterity
2. Requires frequent standing bending or stooping for long periods
3. Requires hand-eye coordination and manual dexterity to operate vehicles and equipment
4. May perform duties in the medium heavy workload. (Lifting 50 lbs. with the ability to lift 75 lbs with assistance)
5. Requires eyesight, correctable to 20/20 to read numbers, reports
6. Requires hearing within normal range for telephone and customer service
7. Requires working in areas, which are not ventilated or air-conditioned

Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around general population/park patrons in public areas.
3. Worker must work under supervision and direction of superiors.

Environmental Conditions

1. Exposure to weather conditions which can include cold, snow, ice, rain and extreme heat and high humidity.
2. Exposure to various chemicals (i.e. fertilizers, weed killers, cleaning agents, oils, and fuels).

The above is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.