

Warrenville Park District

Job Description

Job Title: Park Technician I

Department: Parks

Immediate Supervisor: Superintendent of Parks & Facilities

Salary Range: \$ 36,000 - \$58,500 DOE

Employee Classification: Full Time

FLSA Status: Non- Exempt

JOB STATEMENT

The Park Technician I is responsible for performing 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 repair and maintenance.

QUALIFICATIONS

1. Minimum 18 years of age.
2. High School Graduate or two years experience in field related to District maintenance is required.
3. Basic knowledge and experience in ground maintenance and basic supervision skills are required.
4. Must have a valid Illinois State Driver's 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 operate Park District vehicles and motorized equipment safely and efficiently.
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 District parks and facilities.
10. Operate snow removal equipment, including a snow blower, 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 fencing and posts at ballfields.
13. Set up, mark out and paint soccer fields.
14. Performs basic plumbing repair of 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.
18. Ability to work weekends and holidays and assist with special events as needed.
19. Provide superior levels of customer service to patrons of the District.
20. Performs other duties as 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. Ability to lift up to 50 lbs.
7. Knowledge of and the ability to maintain and care for turf trees, buildings, vehicles, equipment and repair of same
8. Ability to follow directions.
9. Ability to work independently.
10. Ability to use public relations techniques with the public.
11. Ability to function independently, possessing a high degree of self-motivation and self-direction.
12. 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.
13. Ability to resolve problems, handle conflict, and make effective decisions under pressure.
14. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
15. Must exhibit good problem solving and good judgments in keeping with the mission of the District.
16. 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. Knowledge of continuing safety instruction 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
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 with suitably attire 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. Must work closely with co-workers.
2. Must work around general population/park patrons in public areas.
3. 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).

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position for which I will hold at the Warrenville Park District. I further understand that the Job Description 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.

If I am unsure of my requirements or responsibilities, it is my duty to seek assistance from my supervisor. I am aware that the Job Description may be changed, and an updated copy will be available to me.

Employee Name (Print Legible)

Employee Signature

Date