

## Park District of Oak Park

*Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

### Job Description

**Job Title:** Assistant Superintendent of Buildings and Grounds  
**Department:** Buildings & Grounds  
**Location:** 218 Madison or other Park District sites as assigned  
**Reports To:** Superintendent of Buildings and Grounds

#### Job Purpose:

Assistant Superintendent of Buildings and Grounds is responsible for managing facets of maintenance and capital projects. You will work along with the key decision makers, on the overall direction, coordination, completion and implementation of special projects as assigned to ensure consistency with agency goals and commitments.

#### Essential Functions

- Supervises staff and provides staff with appropriate training; monitors and evaluates employee performance; and conducts performance evaluations.
- Performs project management responsibilities including development of schedules, budgets, construction documents, consultants and contractors.
- Conducts detailed on-site assessment of grounds, buildings, facilities and infrastructure for building code compliance and required restoration, repair or replacement. Develops procedures, needs analysis reports, restoration alternatives, performs cost estimates, prepares and reviews contract and coordinates work with VOP Building and Zoning, fire officials and District staff. Provides technical assistance to other staff.
- Performs design work on some master plan implementation and park improvement projects and carries them through from design to project closeout. Prepares in-house renderings, cost-estimates and design work for these projects.
- Participates in the preparation and review of site, buildings and engineering plans and analysis, conceptual designs, graphics, specifications, cost estimates. Manages and directs outside consultants for projects to ensure such projects are complete in an accurate, timely and cost effective manner, and assists with construction inspection.
- Presents projects and plans to Department Heads and Executive Director, and as reviewing development plans to ensure that long-term maintenance and operational impacts are addressed. Manages projects, reviewing work schedules, reports, correspondence, budgets and coordination providing guidance to other staff, and provides input at department review meetings.
- Prepares requests for proposals for professional services and bid documents for projects. Ensures compliance with budgets, schedules, contract and specifications. Prepares project manuals, bid specifications and working drawings. Solicits and analyzes bids and proposals and recommends qualified low bidder.
- Plans, schedules, monitor and documents contractual work. Coordinates work with all other departments and outside agencies.
- Inspects construction, repairs and maintenance work in progress to ensure contract and specification compliance. Determines any necessary changes, prepares and submits change orders and payout requests and resolves disputes with contractors.
- Uses computers for project management, including correspondence, budgets, schedules and documents. Maintains neat and accurate records, plans, filing and related materials.
- Assists in the development and inventory of the District-wide Capital Improvement Plan to assure facilities are maintained and updated to meet safety and compliance standards as well as take into consideration changing priorities. Gathers appropriate information from staff to establish scope, schedule and costs for the Capital Improvement Plan.
- Meets with vendors and suppliers to discuss products and services offered and is able to determine which products will meet the needs of the District.
- Participates in staff meeting and continuing education opportunities as required.
- Attends board committee, village or public meeting as required.
- Completes reports and other duties as may be assigned.
- Drives a motorized vehicle to travel to different locations.

- Performs tasks that will require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
- Develops long-term preventive maintenance and replacement schedules for all district building systems and infrastructure and recommends facility and infrastructure maintenance work and schedules to Superintendent of Buildings and Grounds.
- Provides technical assistance for the fire and security alarm system, facility risk management program, hazardous material removals such as asbestos and lead.
- As an agency leader, you are responsible for enforcing rules, regulations and ordinances of the District and ensuring your staff does likewise.

### **Projects**

- Leads the planning and implementation of projects assigned to create an organization of excellence and facilitate the definition of project scope, goals and deliverables
- Develops full scale project plans and defines project tasks and resource requirements
- Assembles and coordinates project staff and/or teams, providing direction and support
- Manages project resource allocation and budget
- Plans, schedules and monitors project timelines
- Tracks project deliverables using appropriate tools to assure quality
- Provides verbal and/or written reports defining project progress, problems and solutions
- Implements and manages project changes as needed
- Evaluates projects and assesses results

### **Additional Functions**

- Prepares routine and special reports as directed by the Superintendent of Buildings and Grounds or Executive Director
- Assists when needed with special projects and events (i.e. Barrie Fest, Day in Our Village, Ice Show)
- Serves on assigned committees upon request (i.e. Safety, Social Committee, etc.)
- Attends special project meetings as necessary or requested
- Communicates with the Building and Grounds Division regarding facility needs
- Receives and reviews reports from staff members and takes necessary action or recommends suitable action
- Operates passenger and cargo vehicles
- On call nights and weekends as needed

### **Required**

- Bachelor degree in Construction management, Landscape Architecture, Architecture, Engineering or other closely related field. Associate degree in related field is acceptable with additional experience or training.
- Three plus years supervisory experience and experience in building trades. Working knowledge to the extent necessary to coordinate the work of renovating parts of the building, conducting major repairs in a logical and efficient manner, HVAC, electricity, painting, plumbing, woodworking, welding, and cement work.
- Three plus years of experience necessary to gain a full understanding of construction materials, methods and practices of site development and building construction, including landscape architectural, architectural, civil, electrical, carpentry, plumbing, structural and mechanical engineering.
- Considerable knowledge of standard sources of construction information, fire and building codes, OSHA laws and their application, and proficiency in the preparation of construction specification documents and contracts.
- Analytical skills necessary in order to understand interpret and discriminate working drawings, contract specifications and facility and engineering plans and blueprints.
- Knowledge and experience in or a deep appreciation of historically significant buildings or landscape is desirable.
- Ability to use computers for project management, CAD and basic drafting.

- Knowledge and experience in Microsoft Office applications.
- Ability to speak and understand Spanish is desirable but not required.
- Must possess a valid driver's license.
- Must possess a Commercial Driver's License (CDL) obtained within 6 months of employment.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications obtained within 6 months of employment.

### **Psychological Considerations**

- Demonstrates solid judgment in evaluating everyday operations as well as pressure type situations
- Creates harmonious team oriented work environments
- Engages systems that convey a favorable Park District image with the media, other Village agencies, and the public
- Works effectively with internal and external customers, recognizes diverse opinions and needs, and maintains a positive working relationship with all employees.
- Maintains the highest standards of ethical conduct

### **Physical Considerations**

- Frequently – Sitting, walking, standing
- Occasionally – Climbing, balancing, stooping and kneeling
- Strength – Work requires handling average weight (up to 25 lbs.) materials or equipment
- Ability to drive a motorized vehicle

### **Environmental Considerations**

1. Normal office conditions for majority of work. May include variation in temperature.
2. May be exposed to occasional inclement weather, as position requires temporary outdoor work.

### **Cognitive Considerations**

1. Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
2. Ability to interpret "early warning" signals and communicates information.
3. Ability to involve others through informal networking and involve others in decision making.
4. Ability to speak effectively to the public.
5. Interpersonal skills needed to effectively direct and monitor project plans through oral and written communication, coordinate planning and construction activities with other departments, monitor consultants and bidders, manage contractors and consultants and maintain positive relationships with the public officials.
6. Commitment to continuing education
7. Ability to compose original correspondence, follow technical manuals and have frequent contact with people.
8. Knowledge and skills for arithmetic, algebraic, and geometric calculating

### **Customers:**

Internal: Other Park District staff and Board Members

External: Patrons of Park District of Oak Park, residents of Oak Park, Oak Park Police Department, Village of Oak Park, Oak Park Schools, Oak Park Business Community

**Revised Date: August 2014**

**Last Reviewed Date: May 2013**

### **Employee Signature/Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*

## **Park District of Oak Park Job Description**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks and facilities.*

**Job Title:** Buildings & Grounds Department Assistant Specialist

**Department:** Buildings & Grounds

**Location:** Administrative Offices (218 Madison Street)

**Reports To:** Superintendent of Buildings & Grounds

### **Job Purpose:**

The Buildings & Grounds Department Assistant Specialist supports the Superintendent of Buildings Grounds and other department staff, as assigned. Primary responsibility will be to organize, process and record details that pertain to the computerized work order system and inventory control. Other responsibilities will include performing a variety of office support duties and responsibilities including but limited to clerical functions, word processing, telephone support, postal processing, data collection, report preparation, filing and the tracking and inventory of supplies and equipment.

### **Essential Functions:**

- Types correspondences, informational sheets, schedules, reports and other narrative and numerical material.
- Assists with collecting, tracking and processing data coming from diversified sources.
- Assists in researching, ordering, maintaining and retrieving office and department supplies and equipment.
- Answers Buildings & Grounds department phones when supervisory staff is unavailable.
- Assists in creating, maintaining and making improvements to the District's work order, record, key, trade publication and diagram filing systems for the benefit of all Buildings & Grounds and District wide personnel.
- Supports Buildings & Grounds Department personnel in preparing reports, manuals and other pertinent documents.
- Helps in the coordination of purchasing materials, servicing or supplies as directed.
- Prepares purchase orders for payment.
- Supports Buildings & Grounds Department staff in compiling and distributing Buildings & Grounds Department informational materials.

### **Additional Functions**

- Supports staff by making phone calls and contacts with patrons, peers and members of the general public.
- Runs agency oriented errands as requested.

- Operates various office support machines including but not limited to copiers, facsimile, etc.
- Assists with District wide Special Event facilitation. (Approximately 4 major events per year such as the Frank Lloyd Wright Races, Day in Our Village, etc.)
- Obeys and helps enforce safety rules and procedures.
- Continually observes and evaluates work conditions and practices. Corrects unsafe conditions and practices upon discovery. Reports all incidents and accidents and injuries promptly. Complies with all reporting requirements and follow up investigation procedures to remedy unsafe conditions.
- Performs additional duties as assigned.

**Knowledge, Skill and Work Experience:**

**Required:**

- Knowledge and experience in Microsoft Office applications.
- Requires knowledge of business English, spelling, and mathematics.
- Requires the ability to work independently, problem solve and efficiently attend to details along with good organizational skills.
- Requires good communication skills in oral and written form.
- Requires the ability to maintain and organize general as well as specialized files.
- Ability to operate copiers, postage meter, facsimile machine and telephone system.
- Customer service and interpersonal skills and experience of two or more years.
- Possession of a Valid Illinois driver's license with a good driving record.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications preferred, training will be provided.

**Recommended:**

- An associate's degree from a community college or university.
- One year or more office experience

**Physical Considerations**

- Frequently – Walking, standing, reaching, and bending
- Strength – Work requires some lifting and carrying of office and recreation department equipment and supplies

**Environmental Considerations**

- Will occasionally be exposed to inclement weather running errands including heat, humidity, cold, sunlight, rain, snow and ice.
- Will be working in a common office area.

**Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material
- Ability to maintain effective audio-visual and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment
- Ability to maintain mental capacity which allows for effective interaction and communication with others
- Math skills including measuring, calculating and estimating
- Ability to follow through on a task without immediate supervision
- Ability to interpret and explain Buildings & Grounds Department and District policies and procedures
- Ability to follow good safety awareness and judgment in all aspects of responsibility

**Customers:**

Internal: Other Park District staff

External: Patrons of Park District of Oak Park; Residents of Oak Park

**Hours of Work**

- The ability to work an average of 25-30 hours per week during normal business hours with a consistent pre-set schedule.

Revised Date: May 2013

Last Reviewed Date: May 2013

Employee Signature:

Date:

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## **Park District of Oak Park**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### **Job Description**

**Job Title:** Building Supervisor  
**Division:** Buildings & Grounds Division  
**Location:** 218 Madison or as assigned  
**Reports to:** Superintendent of Building & Grounds

**Job Purpose:** This position provides direction and leadership to full time and seasonal staff assigned to them in order to keep buildings, and associated amenities safe, clean, functional and attractive. Coordinates resources of buildings team so as to clean, repair, maintain, and improve assigned Park District facilities in an efficient manner.

### **Essential Functions: ESSENTIAL FUNCTIONS:**

1. Coordinates activities related to the upkeep of Park District, or other facilities as assigned.
2. Plans, organizes, assigns, supervises and is responsible for the work of buildings staff.
3. Participates in the hiring, orientation, training, and review of assigned staff.
4. Conducts ongoing in-service training of staff in correct job procedures.
5. Responsible to see that all team members conduct safety inspections.
6. Creates and oversees preventive maintenance program for all equipment under jurisdiction.
7. Ensures that all staff and contractors follow safety procedures, including use of protective equipment.
8. Prepares reports as directed by the Superintendent of Building and Grounds
9. Participates in specification and purchasing materials or services as required.
10. Responsible for the upkeep, safety and cleanliness of all interior storage areas throughout the Park District system.
11. Responsible for the specification of work, hiring, oversight of, inspection and supervision of the efforts of contractors hired for cleaning or repairing District buildings or amenities.
12. Liaison to outside vendors, other agencies, and special projects contractors.
13. Oversees maintenance of Park District vehicles, small-engine equipment, and tools assigned to buildings team.
14. Provides requested logistical support of programs and special events in parks.
15. Participates in removal of snow and ice for entire Park District, works in cooperation with other Park District Divisions and teams.
16. Monitors utility use, [natural gas, electricity, and water] to insure that leaks or other wasteful or inefficient use of District resources is not occurring.

### **Additional Functions:**

1. Assists other agencies on special projects as required.
2. Repairs equipment.
3. Other projects as assigned by Superintendent of Buildings & Grounds

## **Knowledge, Skill and Work Experience**

**EDUCATION AND EXPERIENCE:** Must be a graduate of a college or university with a major in Park Administration or Facilities Management and a minimum of 3 – 5 years supervisory experience; or have a two year degree and a minimum of 8 – 10 years of supervisory experience with progressively increasing levels of responsibility; or must have a strong multi-disciplinary background in building or trades experience (minimum of 11 to 15 years of professional experience, with at least 8 years of that in a supervisory level. Must have a valid driver's license and a good driving record (CDL is preferred).

### **Required:**

1. Good oral and written communication skills
2. Ability to lead and teach
3. Supervisory skills
4. Interpersonal skills
5. Knowledge and experience in Microsoft Office applications
6. Organizing and record keeping skills
7. Customer service focus
8. Knowledge of and ability to teach use of hand and power tools.
9. Familiarity with HVAC systems and associated control systems.
10. Experience in trouble-shooting and problem solving
11. Knowledge of electricity, painting, plumbing, woodworking, welding, and cement work.
12. First aid, Cardiopulmonary Resuscitation (CPR)\* and Automated External Defibrillator (AED) certifications\*
13. Commercial Driver's License (CDL) \*
14. Ability to operate assorted equipment and associated implements.
15. Ability to work effectively with entire district staff, and maintain a positive working relationship with other employees.
16. Must be capable of working positively with a very diverse resident population.

\*These items may be obtained on the job, but must be complete within 6 months to satisfactorily complete the 6 month probationary period.

### **Recommended:**

1. Familiarity with PC based PMM programs is desired
2. Be licensed to handle refrigerants
3. Know how to weld, MIG, oxy-acetylene, arc
4. Direct experience with setting tile, forming concrete, rough and finish carpentry, plumbing, sheet metal, lock work, natural gas piping, computerized control systems.

### **WORK STYLE CONSIDERATIONS:**

1. Good organizational skills and the ability to prioritize and meet deadlines.
2. Strong analytical skills and initiative.
3. Ability to respond to problem situations with good judgment and accuracy.
4. Ability to interact with other village agencies both to support their missions and receive support for our mission.
5. Ability to motivate by positive example a diverse work team.



**Physical Considerations:**

- Frequently – Sitting, walking, standing, lifting
- Occasionally – Climbing, digging, balancing, stooping, kneeling, and crawling, running.
- Strength – Work requires handling average weight (up to 75 lbs.) materials or equipment and occasional handling of materials over 75 lbs.
- Work also requires working on high places and in confined spaces.

**Environmental Considerations:**

- Normal office conditions,
- Prolonged hours seated at a desk
- May include prolonged hours of computer use
- Will be exposed to inclement weather as position does require outdoor work
- Travel from site to site; considerable exposure to dust and noise; exposure to heat, sun, cold, wet, snow, humid or windy conditions caused by weather, exposure to grass, pollen, trees, and materials related to grounds management.

**Cognitive Considerations:**

1. Ability to present ideas and recommendations in a concise verbal and written manner.
2. Ability to understand and carry out verbal or written instructions efficiently & effectively.
3. Ability to communicate with staff in clear, concise manner.
4. Ability to use independent judgment and initiative.

**HOURS:** The normal work week of the Maintenance Division is currently 6:30am – 3:30pm, Monday through Friday. However, due to the nature of the position, the person in this position must be flexible. Hours of work will be established by the Superintendent of Buildings & Grounds.

**Customers:**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

**Revised Date: May 2013**

**Last Reviewed Date: May 2013**

**Employee Signature/Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position. This job description may be amended periodically with or without prior notice to employees.*

## **Park District of Oak Park**

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### **Job Description**

**Job Title:** Building Specialist  
**Department:** Revenue Facilities  
**Location:** Ridgeland Common Recreation Complex, Gymnastics and Recreation Center, Rehm Pool, Dog Parks  
**Reports To:** Revenue Facilities Maintenance and Operations Supervisor

#### **Job Purpose:**

This position ensures the upkeep, safety, repair and preventive maintenance of all Revenue Facility buildings, equipment and supplies and provides logistical support for the delivery of all programs, special events and services.

#### **Essential Functions**

- Opens and closes facilities as needed
- Prepares and maintains pools, grounds, and ice rink for users of the facilities
- Performs basic trade tasks including painting and carpentry using best trade practice standards
- Performs inspections and informs the Revenue Facilities Maintenance Supervisors of the need for repairs and/or improvements
- Assists in the facilitation and implementation of special events including annual Rink Ice Show
- Assists in maintaining an accurate inventory of equipment and supplies and ordering or replenishing equipment and supplies as requested
- Operates and maintains machinery, equipment and vehicles used in the maintenance of the indoor ice surface, skate rental inventory, pool water quality, snow removal, facility cleaning, and travel between revenue facility sites
- Operates and maintains skate sharpening equipment and skate inventory
- Regulates, monitors and maintains HVAC systems
- Regulates, monitors and maintains compressors and pumps
- Regulates, monitors and maintains pool filter and chemical feed systems
- Performs tasks required for seasonal transitions between aquatic and ice rink operations
- Inspects contracted work for satisfactory results
- Ensures that all buildings are clean, and that all systems are functional.
- Performs preventive maintenance for buildings and equipment
- Assists in set-up and clean-up for special events
- Assists in training and oversight of seasonal workers on vehicles and equipment operation
- Effectively uses the Park District Computerized Maintenance Management System to carry out assigned duties

#### **Additional Functions**

- Performs the cleaning and general up keep of the facilities as needed
- Repairs facilities in emergencies, as needed
- Instructs and trains in general maintenance and trade skills
- Learns additional skills when necessary
- Performs miscellaneous tasks as directed
- Performs other projects as assigned

#### **Required**

High School diploma or equivalent

EPA Certification for Refrigerants\*  
Basic knowledge of plumbing  
Basic knowledge of electric wiring  
Basic knowledge of HVAC  
Basic Knowledge of small engines  
Familiarity with basic hand and power tools  
Knowledge of welding, basic carpentry, and painting  
Certified Pool Operator Certificate\*  
Illinois State Driver's License  
Customer Service focus and Interpersonal skills  
First Aid, Cardiopulmonary Resuscitation (CPR)\* and Automated External Defibrillator (AED)\* certifications  
\*These items may be earned on the job, but must be complete within 6 months to satisfactorily complete the 6 month probationary period.

**Recommended:**

Bachelor's Degree (4year) or trade school equivalent  
Knowledge of ice rink equipment and maintenance  
Commercial Driver's License (CDL)\*  
Knowledge of pool filtration and sanitations equipment and maintenance  
Operation of Zamboni Ice Resurfacer and Ice Edger

**Physical Considerations**

Frequently – Sitting, walking, standing  
Occasionally – Climbing, balancing, stooping, kneeling, and crawling  
Strength – Work requires digging and handling up to heavy weight (up to 50lbs.) material or equipment.  
Other requirements may include talking, hearing, seeing to perform the following necessary duties: Operate assigned office equipment including, but not limited to computers, printers, copiers, fax machines and cellphones.

**Environmental Considerations**

Will be exposed to chemicals such as cleaning materials, acids, glues, and chlorine.  
Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind.  
May include minimal computer use  
Protective clothing is required as it pertains to particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.  
Some exposure to noise, dust, fumes elevation and confined spaces.

**Cognitive Considerations**

Ability to present ideas and recommendations in a concise verbal and written manner.  
Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.  
Ability to understand and carry out the principles of lead supervision and training.  
Math skills including measuring, calculating and estimating.  
Ability to follow through on a task without immediate supervision.  
Ability to interpret and explain division and District policies and procedures.  
Ability to follow good safety awareness and judgment in all aspects of responsibility.

**Customers:**

Internal: Other Park District staff and Board members

External: Patrons of Park District of Oak Park, residents of Oak Park, Oak Park

**Revised Date: August 2014**

**Last Reviewed Date: August 2014**

**Employee Signature:**

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## **Park District of Oak Park**

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### **Job Description**

**Job Title:** Building Specialist  
**Department:** Buildings & Grounds  
**Location:** 218 Madison or other Park District sites as assigned  
**Reports To:** Building Supervisor, Grounds Supervisor, Sports Field Manager

#### **Job Purpose:**

This position ensures the upkeep, safety, repair and preventive maintenance of all Park District buildings and provides logistical support for all Park District programs.

#### **Essential Functions**

- Inspects District property for vandalism and unsafe conditions
- Inspects contracted work for satisfactory results
- Ensures cleaning crews are fulfilling contract.
- Ensures that all buildings are clean, and that all systems are functional.
- Repairs, adjusts and changes any apparatus that malfunctions or may malfunction.
- Performs preventive maintenance for all buildings and sites, interior and exterior
- Removes trash, branches, snow and litter
- Drives various vehicles
- Assists in set-up and clean-up for special events
- Trains and oversees seasonal workers on vehicles and equipment operation
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#### **Additional Functions**

- Repairs facilities in emergencies, as needed
- Instructs others in maintenance skills
- Learns additional skills when necessary
- Performs miscellaneous tasks as directed

#### **Required**

- High School diploma or equivalent
- Commercial Driver's License (CDL)\*
- EPA Certification for Refrigerants\*
- Familiarity with Park District apparatus
- Familiarity with building trades
- Good driving record
- Interpersonal skills
- Customer Service focus
- First Aid, Cardiopulmonary Resuscitation (CPR)\* and Automated External Defibrillator (AED)\* certifications

\*These items may be earned on the job, but must be complete within 6 months to satisfactorily complete the 6 month probationary period.

#### **Recommended:**

- Basic knowledge of plumbing
- Basic knowledge of electric wiring
- Basic knowledge of HVAC
- Familiarity with basic hand and power tools
- Knowledge of welding and basic carpentry

### **Physical Considerations**

- Frequently – Sitting, walking, standing
- Occasionally – Climbing, balancing, stooping, kneeling, and crawling
- Strength – Work requires digging and handling up to heavy weight (up to 100lbs.) material or equipment.
- Other requirements may include talking, hearing, seeing to perform the following necessary duties: Operate assigned office equipment including, but not limited to computers, printers, copiers, fax machines and cellphones.

### **Environmental Considerations**

- Will be exposed to chemicals such as cleaning materials, acids, glues, and chlorine.
- Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind.
- May include minimal computer use
- Protective clothing is required as it pertains to particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fumes elevation and confined spaces.

### **Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to understand and carry out the principles of lead supervision and training.
- Ability to maintain effective audio-visual and perception needed for making observation, communicating with others, reading and writing, and operating assigned equipment.
- Ability to maintain mental capacity which allows for effective interaction and communication with others.
- Math skills including measuring, calculating and estimating.
- Ability to follow through on a task without immediate supervision.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow good safety awareness and judgment in all aspects of responsibility.

### **Customers:**

Internal: Other Park District staff and Board members

External: Patrons of Park District of Oak Park, residents of Oak Park, Oak Park

**Revised Date: May 2013**

**Last Reviewed Date: May 2013**

### **Employee Signature:**

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# Park District of Oak Park

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## Job Description

**Job Title:** Building & Grounds General Maintenance Worker

**Division:** Building & Grounds

**Location:** 218 W. Madison

**Reports To:** Buildings Supervisor, Grounds Supervisor, Sports Field Manager

### Job Purpose

This position is responsible for cleaning and maintaining buildings, parks and equipment in order to meet park standards to provide safe, functional, and attractive grounds and facilities for all users of the Park District.

### Essential Functions

- Cleans parks of debris and trash
- Adjusts, repairs, inspects and maintains playground equipment
- Performs winterizing and spring set-ups of grounds and facilities
- Maintains garden sites
- Maintains fencing
- Removes snow and debris from parks and facilities
- Rakes tot lots
- Prepares fields for soccer, baseball, and other outdoor sports
- Repairs and installs parts on a variety of equipment
- Loads and unloads equipment for daily use
- Performs safety checks of grounds and equipment
- Completes daily building inspections
- Cleans and maintains comfort stations
- Performs preventive maintenance of all Park District buildings
- Power washes monuments
- Performs adjustments of HVAC, plumbing, electrical, paint and plaster on District buildings
- Transports equipment and personnel in a variety of District vehicles
- Cleans and checks vehicles daily
- Keeps tools and equipment in good repair
- Keeps accurate records of mileage, equipment maintenance, purchases, etc.
- Trains and cooperates with seasonal workers

### Additional Functions

- Purchases items as approved by supervisors, is responsible for accounting paperwork
- Provides a favorable image of the Park District while working in parks, by answering questions and giving directions
- Assists in set-up and take-down for special events
- Provides occasional instruction for seasonal workers

### **Knowledge, Skill and Work Experience**

#### **Required:**

- Commercial Driver's License (CDL) (Class B with air brakes endorsement) acquired within 6 months of hire so as to pass probation
- Good driving record
- High School Diploma or GED equivalent, some college preferred
- Knowledge of operation of equipment and hand tools, common power tools and chain saws
- Industrial/Warehouse experience or Building maintenance experience
- Familiarity with blueprints
- Oral and written communication skills
- Interpersonal skills and the ability to work on a team
- Customer service focus
- Ability to recognize safety hazards
- Ability to walk, stand, work at heights and dig for extended periods of time
- Ability to lift 100 pounds
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications within 6 months of hire

#### **Recommended:**

- Familiarity with computers
- Ability to read, write and/or speak Spanish
- Some understanding of electrical systems
- Experience working with cement
- Operation of high ranger
- Experience with swimming pool operation and maintenance
- Experience operating large trucks
- Understanding of irrigation systems
- Experience with painting, plumbing, woodworking and welding

### **Physical Considerations**

Frequently – Sitting, walking, standing, reaching.

Occasionally – Climbing, balancing, stooping, kneeling and crawling.

Strength – Work requires digging and handling up to 100lbs of materials or equipment.

Other requirements may include operating office equipment including, but not limited to computers, printers, copiers, fax and telephone devices.



### **Environmental Considerations**

- Will be exposed to chemicals such as acids, glues, chlorine and other substances in cleaning solutions.
- Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind.
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fumes, elevation and confined spaces.

### **Cognitive Considerations**

- Ability to understand and carry out verbal and/or written instructions efficiently
- Ability to supervise and train seasonal staff
- Ability to operate assigned equipment.
- Ability to keep pace with the work load and effectively interact with others.
- Ability to perform basic computation including measuring, calculating and estimating.
- Ability to follow through on a task without immediate supervision.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow good safety practices and exercise judgment in all aspects of the job

### **Customers:**

Internal: Park District employees

External: Patrons of Park District of Oak Park; residents of Oak Park

**Revised Date: May 2013**

**Last Reviewed Date: May 2013**

### **Employee Signature:**

This job description is intended to be an illustrative, and not an exhaustive, listing of skills and duties of this position

## **Park District of Oak Park**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### **Job Description**

**Job Title:** Conservatory Technician

**Division:** Conservatory

**Location:** 615 Garfield Street

**Reports To:** Manager of Conservatory Operations

#### **Job Purpose**

This position assists the Horticulturist Technician and Manager of Conservatory Operations in the area of greenhouse production, the maintenance of the Conservatory's collection of tropical and xeric plants and the management and repair of the mechanical systems at the Conservatory.

#### **Essential Functions**

- Repairs broken glass in conservatory
- Applies and removes shading compound for showroom roof as needed seasonally.
- Manages climate control systems for automated greenhouses.
- Maintains Conservatory pond, fountain and irrigation system.
- Supervises the care and maintenance of the Conservatory Tropical bird and fish collection.
- Maintains and inventories chemical room contents and communicates list of hazardous materials to Oak Park Fire Department.
- Acquires, applies and monitors biological controls.
- Assists grower to clean and maintain growing houses, equipment and operations area
- Sets up rooms for rentals
- Assists grower to carry out daily maintenance and growing of Conservatory collections, floral displays and outdoor flowerbed crops
- Assists grower to water, feed, prune and keep plantings pest-free
- Keeps records of pesticide usage and maintains MSDS for all chemicals.
- Assists with maintenance and the installation of Park District beds including watering, tilling, planting and weeding
- Prunes the interior Conservatory exotic woody plants
- Trains seasonal workers on the use, safety and maintenance needs of vehicles, small machinery, tools and other equipment.
- Fosters a working environment that promotes safe work habits and active participation in the Park District's risk management program
- Conducts monthly building inspection and provides report to the Park District's Safety Coordinator.
- Maintains a complete understanding of Park District emergency action plans and acts as a leader in the execution of the plans when required

- Monitors and updates the Conservatory's plant collection data base which includes the acquisition of new labels as needed.

### **Additional Functions**

- Participates on special projects and departmental committees as directed
- Supervises operations at the Conservatory as required
- Apprises the Manager of Conservatory Operations of significant matters concerning the maintenance and operation of the Conservatory
- Performs the routine maintenance of tools and equipment
- Directs part-time employees and volunteers
- Performs other tasks as directed

### **Knowledge, Skill and Work Experience**

#### **Required:**

- Knowledge of plant requirements, taxonomy and growing habits
- 2 years of growing experience
- High School Diploma
- Associate Degree (2 year) in Horticulture
- Valid Commercial Illinois Driver's License (CDL) and driver safety training or attainment within 3 months of employment
- Ability and knowledge in the application of pesticides and Illinois Pesticide Applicators license
- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Ability to multi-task workload
- Ability to recognize unsafe building conditions
- Interpersonal and customer service skills
- Organization and interpersonal skills
- Planning and problem solving skills
- Self-motivation and independent work habits
- Physical fitness for hard labor tasks
- Ability to lift 100 pounds
- Ability to operate heavy and light work-related equipment
- Proficient in Microsoft Office applications.

#### **Recommended:**

- Bachelor's Degree (4 year) or trade school equivalent in Horticulture
- Knowledge of safety and risk management
- Ability to balance when climbing trees

### **Physical Considerations**

Frequently – Sitting, walking, standing, reaching.

Occasionally – Climbing, balancing, stooping, kneeling, crawling.

Strength – Work requires digging and handling heavy weight (up to 100 lbs.) of materials or equipment.

Other requirements may include talking, hearing, and seeing to perform the following necessary duties: Operate assigned office equipment including, but not limited to computers, printers, copiers, adding machines, fax machines and telephones.

### **Environmental Considerations**

- Will be exposed to chemicals such as cleaning materials, acids, glues, chlorine and pesticides.
- Will be exposed to occasional inclement weather including extreme heat, sun, humidity, cold, rain, snow, ice and wind.
- Will include computer use.
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fumes, elevation and confined spaces.
- Must be able to work in high places.

### **Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to maintain effective audio-visual and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment.
- Math skills including measuring, calculating and estimating.
- Ability to follow through on a task without immediate supervision.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow good safety awareness and judgment in all aspects of responsibility.

### **Customers:**

Internal: Employees of Park District; Board of Park Commissioners, FOPCON

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

**Revised Date: April 2013**

**Last Reviewed Date: April 2013**

### **Employee Signature/Date:**

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

**Park District of Oak Park  
Job Description**

*Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

**Job Title:** General Maintenance and Custodial Worker

**Department:** Revenue Facilities

**Location:** Ridgeland Common, Rehm Pool, Gymnastic Center, and Dog Park District of Oak

**Park Reports To:** Maintenance and Operations Supervisor

**Job Purpose**

This position is responsible for providing clean, attractive, and safe Revenue Facilities and grounds through routine cleaning and preventative maintenance. In addition, the general maintenance/custodial worker assists the Revenue Facilities support staff with the delivery of quality programs and services.

**Essential Functions**

Assists with transitioning facilities for seasonal use. Performs day to day maintenance of Ridgeland Common, Rehm Pool, and the Dog Park, providing safe, clean and well functioning facilities for patrons and program participants.

**Facility Care and Maintenance**

- Opens or closes facilities as needed
- Prepares and maintains pools, grounds, and ice rink for users of the facilities
- Performs basic trade tasks including painting and carpentry using best trade practice standards
- Performs the cleaning and general up keep of the facilities including locker rooms, bathrooms, etc.
- Maintains landscaped areas
- Performs inspections and informs the Revenue Facilities Maintenance Supervisors of the need for repairs and/or improvements
- Assists in the facilitation and implementation of special events including annual Rink Ice Show
- Assists in maintaining an accurate inventory of equipment and supplies and ordering or replenishing equipment and supplies as requested
- Operates and maintains machinery, equipment and vehicles used in the maintenance of the indoor ice surface, skate rental inventory, pool water quality, snow removal, facility cleaning, and travel between revenue facility sites
- Regulates and monitors HVAC systems
- Regulates and monitors facility compressors and pumps
- Regulates and monitors pool filter and chemical feed systems
- Performs tasks required for seasonal transitions between aquatic and ice rink operations
- Performs necessary tasks to complete projects and repairs assigned through the work order system
- Directs part time and seasonal custodial staff as required

## **Risk Management**

- Performs safety inspections of facility systems and structures and provides assurances that all risk management practices are in compliance with Park District safety rules and procedures
- Fosters a working environment that promotes safe work habits and active participation in the Park District's risk management program
- Maintains knowledge of and follows all Federal, State, Local and Park District safety regulations
- Maintains a complete understanding of Park District emergency actions plans and acts as a leader in the execution of the plans when required

## **Additional Functions**

- Responsible for ongoing evaluation of programs, services and facilities under his or her area of responsibility
- Notifies Revenue Facilities Maintenance Supervisor of changes or irregularities in the maintenance and operations of revenue facilities
- Conducts skate rental inventory and maintenance including sharpening and repair
- Performs the routine maintenance of tools and equipment
- Performs other projects as assigned
- On call as needed

## **Required**

- High School Diploma
- Valid Commercial Illinois Driver's License (CDL) and driver safety training or attainment within 3 months of employment
- Certified Pool Operator or attainment within 6 months of employment
- Knowledge of ice rink equipment and maintenance
- Knowledge of pool filtration and sanitations equipment and maintenance
- Certification in advances Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Ability to multi-task workload
- Ability to recognize unsafe building conditions
- Interpersonal and customer service skills
- Planning and problem solving skills
- Ability to climb ladders
- Ability to lift 50 pounds
- Ability to enter and perform work related duties in confined spaces
- Ability to swim

## **Recommended**

- Bachelor's Degree (4year) or trade school equivalent
- One to Three year's work experience in aquatic and ice rink operations
- General knowledge of HVAC systems
- General knowledge of small engines
- General knowledge of alarm systems

- Landscaping experience
- Painting and carpentry experience
- Building trades background
- Knowledge of safety and risk management
- Ice re-surfacing operation
- Understanding or knowledge of pool and rink systems

### **Knowledge, Skill and Work Experience**

- Ability to evaluate everyday operations and make decisions accordingly
- Ability to work in a team setting and build work relationships
- Ability to convey a favorable Park District image with the public and partner organizations
- Ability to work effectively and maintain a positive working relationship with other employees

### **Physical Considerations**

- Frequently – sitting, walking, standing, reaching
- Occasionally – climbing, balancing, stooping, kneeling, and crawling
- Strength – work requires digging and handling up to heavy weight (up to 50 lbs) materials or equipment
- Other requirements may include operating office equipment including but not limited to computers, printers, copiers, adding machines and telephones

### **Environmental Considerations**

- Will be exposed to chemicals such as cleaning materials, acids, glues, diatomaceous earth, and chlorine
- Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outerwear and back brace
- Some exposure to noise, dust, fumes, elevation, open water and confined spaces
- Worker is required to walk on ice and is exposed to cold when in the rink area
- Worker is exposed to quick changes in temperature from rink to lobby
- Worker is exposed to the sun for extended periods

### **Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material
- Ability to understand and carry out the principles of lead supervisor
- Ability to maintain effective audio-visual perception needed to observe surroundings and operate assigned equipment
- Ability to maintain mental capacity for effective interaction and communication

- Math skills including measuring, calculating and estimating
- Ability to complete tasks independently
- Ability to interpret and explain department and Park District policies and procedures
- Ability to follow good safety practices

**Customers**

Internal: Other Park District staff

External: Patrons of Park District, residents of Oak Park, Partner Organizations and Oak Park Police Department

Revised Date: June 2013

Last Reviewed Date: June 2013

Employee Signature:

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*



# Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

## Job Description

**Job Title:** General Maintenance Worker

**Division:** Building and Grounds

**Location:** 218 W. Madison

**Reports To:** Sports Field Manager

### Job Purpose

This position is responsible for maintaining of athletic fields, parks, buildings and equipment in order to meet park standards to provide safe, functional, and attractive grounds and facilities for all users of the Park District.

### Essential Functions

- Performs field maintenance duties including aerating, mowing, infield maintenance, weed removal, top dressing and other duties as required.
- Prepares fields for soccer, baseball, and other outdoor sports
- Cleans parks of debris and trash
- Operates special equipment in the maintenance, repair and renovation of athletic facilities including but not limited to: tractors, infield groomers, top dressers, sod cutters, aerators, etc.
- Conducts general inspections of athletic facilities to ensure the safety of the public.
- Reports potential safety hazards or maintenance issues to supervisor for follow up as necessary.
- Knowledge of Hunter irrigation systems and performs maintenance, repairs, and programming.
- Small engine operation, maintenance and troubleshooting.
- Performs proper maintenance techniques to ensure safe, playable surface including maintaining infield skin, infield lips, baselines, warning tracks, pitching mounds and home plate areas. Includes regular dragging, screen dragging, watering, mowing, edging, and trimming as required or as scheduled.
- Paints and marks athletic fields, (baseball, soccer) sets bases including pitching mounds under applicable rules and specified dimensions.
- Provides set-up and cleaning of facilities for practices, games, tournaments and events.
- Conducts general ground's maintenance, repair and janitorial duties of fields, fencing, common areas, amenities, parking lots and other areas.
- Performs winterizing and spring set-ups of grounds and facilities.
- Maintains garden sites
- Maintains fencing

- Removes snow and debris from parks and facilities.
- Rakes tot lots
- Adjusts, repairs, inspects and maintains playground equipment
- Repairs and installs parts on a variety of equipment
- Loads and unloads equipment for daily use
- Performs safety checks of grounds and equipment
- Cleans and maintains comfort stations
- Performs preventive maintenance of all Park District buildings
- Transports equipment and personnel in a variety of District vehicles
- Cleans and checks vehicles daily
- Keeps tools and equipment in good repair
- Keeps accurate records of mileage, equipment maintenance, purchases, etc.
- Trains and cooperates with seasonal workers

#### **Additional Functions**

- Purchases small hardware items
- Provides a favorable image of the Park District while working in parks, by answering questions and giving directions
- Assists in set-up and take-down for special events
- Provides occasional instruction and supervisor for seasonal workers

#### **Knowledge, Skill and Work Experience**

##### **Required:**

- Commercial Driver's License (CDL) (Class B with air brakes endorsement) acquired within 6 months of hire so as to pass probation
- Good driving record
- High School Diploma or GED equivalent, some college preferred
- Knowledge of operation of equipment and hand tools, common power tools and chain saws
- Industrial/Warehouse experience or Building maintenance experience
- Familiarity with blueprints and computers
- Good oral and written communication skills
- Interpersonal skills and the ability to work on a team
- Customer service focus
- Ability to recognize safety hazards
- Ability to walk, stand, work at heights and dig for extended periods of time
- Ability to lift 100 pounds
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications within 6 months of hire

##### **Recommended:**

- 4 year or 2 year degree in turf management and or experience maintaining sports fields.
- Ability to read, write and/or speak English
- Some understanding of electrical systems
- Experience working with cement
- Operation of high ranger
- Experience with swimming pool operation and maintenance

- Experience operating large trucks
- Understanding of irrigation systems
- Experience with painting, plumbing, woodworking and welding

### **Physical Considerations**

Frequently – Sitting, walking, standing, reaching.

Occasionally – Climbing, balancing, stooping, kneeling and crawling.

Strength – Work requires digging and handling up to 100lbs of materials or equipment.

Other requirements may include operating office equipment including, but not limited to computers, printers, copiers, fax and telephone devices.

### **Environmental Considerations**

- Will be exposed to chemicals such as acids, glues, chlorine and other substances in cleaning solutions.
- Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind.
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fumes, elevation and confined spaces.

### **Cognitive Considerations**

- Ability to understand and carry out verbal and/or written instructions efficiently
- Ability to supervise and train seasonal staff
- Ability to operate assigned equipment.
- Ability to keep pace with the work load and effectively interact with others.
- Ability to perform basic computation including measuring, calculating and estimating.
- Ability to follow through on a task without immediate supervision.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow good safety practices and exercise judgment in all aspects of the job

### **Customers:**

Internal: Park District employees

External: Patrons of Park District of Oak Park; residents of Oak Park

**Revised Date: December 2014**

**Last Reviewed Date: Jan 2015**

*This job description is intended to be an illustrative, and not an exhaustive, listing of skills and duties of this position*

## **Park District of Oak Park**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

### **Job Description**

**Job Title:** General Maintenance Worker

**Division:** Building and Grounds

**Location:** 218 W. Madison

**Reports To:** Buildings Supervisor or Grounds Supervisor

#### **Job Purpose**

This position is responsible for cleaning and maintaining buildings, parks and equipment in order to meet park standards to provide safe, functional, and attractive grounds and facilities for all users of the Park District.

#### **Essential Functions**

- Cleans parks of debris and trash
- Adjusts, repairs, inspects and maintains playground equipment
- Performs winterizing and spring set-ups of grounds and facilities
- Maintains garden sites
- Maintains fencing
- Removes snow and debris from parks and facilities
- Rakes tot lots
- Prepares fields for soccer, baseball, and other outdoor sports
- Repairs and installs parts on a variety of equipment
- Loads and unloads equipment for daily use
- Performs safety checks of grounds and equipment
- Completes daily building inspections
- Cleans and maintains comfort stations
- Performs preventive maintenance of all Park District buildings
- Power washes monuments
- Performs adjustments of HVAC, plumbing, electrical, paint and plaster on District buildings
- Transports equipment and personnel in a variety of District vehicles
- Cleans and checks vehicles daily
- Keeps tools and equipment in good repair
- Keeps accurate records of mileage, equipment maintenance, purchases, etc.
- Trains and cooperates with seasonal workers

#### **Additional Functions**

- Purchases small hardware items
- Provides a favorable image of the Park District while working in parks, by answering questions and giving directions
- Assists in set-up and take-down for special events
- Provides occasional instruction for seasonal workers

## **Knowledge, Skill and Work Experience**

### **Required:**

- Commercial Driver's License (CDL) (Class B with air brakes endorsement) acquired within 6 months of hire so as to pass probation
- Good driving record
- High School Diploma or GED equivalent, some college preferred
- Knowledge of operation of equipment and hand tools, common power tools and chain saws
- Industrial/Warehouse experience or Building maintenance experience
- Familiarity with blueprints
- Oral and written communication skills
- Interpersonal skills and the ability to work on a team
- Customer service focus
- Ability to recognize safety hazards
- Ability to walk, stand, work at heights and dig for extended periods of time
- Ability to lift 100 pounds
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications within 6 months of hire

### **Recommended:**

- Familiarity with computers
- Ability to read, write and/or speak Spanish
- Some understanding of electrical systems
- Experience working with cement
- Operation of high ranger
- Experience with swimming pool operation and maintenance
- Experience operating large trucks
- Understanding of irrigation systems
- Experience with painting, plumbing, woodworking and welding

## **Physical Considerations**

Frequently – Sitting, walking, standing, reaching.

Occasionally – Climbing, balancing, stooping, kneeling and crawling.

Strength – Work requires digging and handling up to 100lbs of materials or equipment.

Other requirements may include operating office equipment including, but not limited to computers, printers, copiers, fax and telephone devices.

## **Environmental Considerations**

- Will be exposed to chemicals such as acids, glues, chlorine and other substances in cleaning solutions.
- Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind.
- Protective clothing is required as it pertains to the particular job duty.  
Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fumes, elevation and confined spaces.

## **Cognitive Considerations**

- Ability to understand and carry out verbal and/or written instructions efficiently
- Ability to supervise and train seasonal staff

- Ability to operate assigned equipment.
- Ability to keep pace with the work load and effectively interact with others.
- Ability to perform basic computation including measuring, calculating and estimating.
- Ability to follow through on a task without immediate supervision.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow good safety practices and exercise judgment in all aspects of the job

**Customers:**

Internal: Park District employees

External: Patrons of Park District of Oak Park; residents of Oak Park

**Revised Date: May 2013**

**Last Reviewed Date: May 2013**

**Employee Signature/Date:**

This job description is intended to be an illustrative, and not an exhaustive, listing of skills and duties of this position

## Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### Job Description

**Job Title:** Grounds Supervisor

**Division:** Buildings & Grounds Division

**Location:** 218 Madison or as assigned

**Reports to:** Superintendent of Building & Grounds

**Job Purpose:** This position provides direction and leadership to full time and seasonal staff assigned to them in order to keep park sites, amenities, and playgrounds safe, clean, functional and attractive. Coordinates resources of grounds division so as to repair, maintain, and improve Park District grounds in an efficient manner.

#### **Essential Functions: ESSENTIAL FUNCTIONS:**

1. Coordinates activities related to the upkeep of Park District, or other facilities as assigned.
2. Plans, organizes, assigns, supervises and is responsible for the work of grounds staff.
3. Participates in the hiring, orientation, training, and review of assigned staff.
4. Conducts ongoing in-service training of staff in correct job procedures.
5. Responsible to see that all team members conduct vehicle safety inspections.
6. Creates and oversees preventive maintenance program for all equipment under jurisdiction.
7. Ensures that all staff and contractors follow safety procedures, including use of protective equipment.
8. Prepares reports as directed by the Superintendent of Building and Grounds
9. Participates in specification and purchasing materials or services as required.
10. Trains and coordinates staff training program for new staff to achieve Commercial Driver's license (CDL).
11. Responsible for the upkeep, safety and cleanliness of the maintenance garage and exterior storage areas throughout park system.
12. Responsible to see that all staff members conduct safety inspections and do preventive maintenance on schedules on playcenters and other grounds-related equipment or sites.
13. Ensures that staff follows safety procedures including use of protective equipment.
14. Participates in specification and purchasing functions as required.
15. Liaison to outside vendors, other agencies, and special projects contractors.
16. Oversees maintenance of Park District vehicles, implements and small-engine equipment.
17. Liaison to Village of Oak Park Public Works department; coordinates borrowing from and loaning to VOPPW of various equipment and specialized staff.
18. Provides requested logistical support of athletic programs and special events in parks.
19. Supervises maintenance and cleaning of parks, comfort stations, and exterior facilities.
20. Coordinates removal of snow and ice for entire Park District.
21. Direct responsibility for condition of trees throughout park district.

**Additional Functions:**

1. Assists other agencies on special projects as required.
2. Repairs equipment.
3. Other projects as assigned by Superintendent of Buildings & Grounds

**Knowledge, Skill and Work Experience**

**EDUCATION AND EXPERIENCE:** Must be a graduate of a college or university with a major in Park Administration or Facilities Management and a minimum of 3 – 5 years supervisory experience; or have a two year degree and a minimum of 8 – 10 years of supervisory experience with progressively increasing levels of responsibility; or must have a strong multi-disciplinary background in building or applicable trades experience (minimum of 11 to 15 years of professional experience, with at least 8 years of that in a supervisory level. Must have a valid driver's license and a good driving record (CDL is preferred).

**Required:**

1. Good oral and written communication skills
2. Ability to lead and teach
3. Supervisory skills
4. Interpersonal skills
5. Knowledge and experience in Microsoft Office applications
6. Organizing and record keeping skills
7. Customer service focus
8. Experience in trouble-shooting and problem solving
9. Knowledge of electricity, painting, plumbing, woodworking, welding, and cement work.
10. First aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications\*
11. Commercial Driver's License (CDL) \*
12. Must have a current certification as a Certified Playground Safety Inspector (CPSI)
13. Ability to operate assorted equipment and associated implements.
14. Ability to work effectively with entire District staff, and maintain a positive working relationship with other employees.
15. Must be capable of working positively with a very diverse resident population.

\*These items may be obtained on the job, but must be complete within 6 months to satisfactorily complete the 6 month probationary period.

**Recommended:**

1. Familiarity with PC based PMM programs is desired
2. Have personal experience in a variety of field and team sports.
3. Background in arboriculture, ISA rating preferred.

**WORK STYLE CONSIDERATIONS:**

1. Good organizational skills and the ability to prioritize and meet deadlines.
2. Strong analytical skills and initiative.
3. Ability to respond to problem situations with good judgment and accuracy.
4. Ability to interact with other Village agencies both to support their missions and receive support for our mission.



**Physical Considerations:**

- Frequently – Sitting, walking, standing, lifting
- Occasionally – Climbing, digging, balancing, stooping, kneeling, and crawling, running.
- Strength – Work requires handling average weight (up to 75 lbs.) materials or equipment and occasional handling of materials over 75 lbs.
- Work also requires working on high places and in confined spaces

**Environmental Considerations:**

- Normal office conditions,
- Prolonged hours seated at a desk
- May include prolonged hours of computer use
- Will be exposed to inclement weather as position does require outdoor work
- Travel from site to site; considerable exposure to dust and noise; exposure to heat, sun, cold, wet, snow, humid or windy conditions caused by weather, exposure to grass, pollen, trees, and materials related to grounds management.

**Cognitive Considerations:**

1. Ability to present ideas and recommendations in a concise verbal and written manner.
2. Ability to understand and carry out verbal or written instructions efficiently & effectively.
3. Ability to communicate with staff in clear, concise manner.
4. Ability to use independent judgment and initiative.

**HOURS:** The normal work week of the Maintenance Division is currently 6:30am – 3:30pm, Monday through Friday. However, due to the nature of the position, the person in this position must be flexible. Hours of work will be established by the Superintendent of Buildings & Grounds.

**Customers:**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

**Revised Date: May 2013**

**Last Reviewed Date: May 2013**

**Employee Signature/Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position. This job description may be amended periodically with or without prior notice to employees.*



# Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

## Job Description

**Job Title:** Horticultural Supervisor  
**Division:** Conservatory  
**Location:** 615 Garfield Street  
**Reports To:** Director of Horticulture and Conservatory Operations

### Job Purpose

The Horticulture Supervisor oversees the daily horticultural operations of the Oak Park Conservatory and all parks and/or facilities. Horticultural operations include: design, organization, scheduling, and production of all plant materials for display within the Conservatory showrooms and planting beds in all parks and/or facilities. Additionally, operations include: scheduling crops, plant production, and field maintenance of plant materials.

### Essential Functions

In order to effectively perform the functions of this position, the Horticulture Supervisor shall assume the following responsibilities and associated duties:

- A. Facility Management/Programming
  1. Supervises ongoing maintenance of Conservatory showroom displays with emphasis on weeding, watering, fertilization, pruning, and pest control
  2. Supervises ongoing maintenance of annual, perennial, and shrub beds as well as tree mulch rings in all parks and/or facilities with emphasis on weeding, watering, fertilization, pruning, and pest control
  3. Leads the implementation of the Park District and Conservatory's integrated pest management program including the acquisition, application, and monitoring of biological controls, application of chemical pest controls, and applicable record keeping
  4. Supervises maintenance and upkeep of Conservatory showrooms, production greenhouses, and operations areas including technical, mechanical, and general upkeep; manages showroom and greenhouse climate control systems
  5. Prepares and delivers workshops on horticultural topics based on background, expertise, education, and/or certification
  6. Supervises operations at the Conservatory as assigned
- B. Communication/Coordination
  1. Advises on maintenance of Conservatory's plant collection database and plant label acquisition
  2. Answers horticulture-related questions from the public based on background, expertise, education, and/or certification
  3. Coordinates with Park District staff regarding horticultural operations at the Conservatory and selected parks and/or facilities
- C. Planning/Control
  1. Plans, selects, purchases, and produces plant materials for Conservatory showroom displays, plant sales, and Conservatory outdoor gardens
  2. Plans, selects, purchases, and produces plant materials for annual, perennial, and shrub beds as well as tree mulch rings in all parks and/or facilities
  3. Plans, designs, and supervises installation and maintenance of plant displays in Conservatory showrooms and outdoor gardens
  4. Plans, designs, and supervises installation and maintenance of plant materials in annual, perennial, and shrub beds as well as tree mulch rings in all parks and/or facilities

5. Maintains daily production records that include records of plant production factors (*i.e.* temperature, water, pests, fertilization, etc.), crop production timing, environmental control system settings, and all other appropriate production records
6. Maintains inventory and records for chemical storage room

#### D. Budget/Finance

1. Develops, tracks, and monitors budgets for Conservatory horticulture operations to ensure fiscal responsibility while meeting facility and Park District goals
2. Purchases, maintains, and inventories horticulture-related supplies and equipment within budgetary allowances

#### E. Employee Management

1. Trains, supervises, and assigns work to an Assistant Grower, Technician, part-time and seasonal employees, and volunteers
2. Supervises and uses, operates, and maintains horticultural tools and equipment
3. Supervises and evaluates job performance of assigned staff on a continual basis and takes immediate action to recognize achievements and correct/address deficiencies or problems
4. Completes written performance evaluations of supervised employees as required
5. Acts as a leader and nurtures a work culture that promotes open, frequent, and dynamic communication and promotes teamwork to accomplish goals and objectives
6. Becomes familiar with the personnel policies and manual of the Park District in order to facilitate routine day-to-day human resource matters

#### F. Risk Management

1. Completes accident and incident reports in a timely manner
2. Promotes an environment of safe work habits and active participation in the Park District's risk management and safety programs
3. Maintains a complete actionable understanding of the Park District's emergency action plans (EAPs); acts as a leader (as assigned) in the execution of EAPs when required

#### **Additional Functions**

- Collaborates with Friends of the Oak Park Conservatory (FOPCON) as assigned
- Plans and participates in Conservatory special projects, programs, and activities
- Performs committee work as assigned
- Performs other tasks as assigned

#### **Knowledge, Skill and Work Experience**

##### **Required:**

- Bachelor's Degree (4 years) in Horticulture or related field, and a minimum of three (3) years' experience as a grower, or equivalent combination of education and experience
- Broad knowledge of annual, perennial, and evergreen plants including potted flowering crops and native plants
- Landscape design and/or plant display experience
- Knowledge of principles and implementation of integrated pest management
- Knowledge of greenhouse management and operations
- Ability to operate medium and light horticultural machinery
- Supervisory experience
- Ability to maintain multiple projects in a dynamic environment
- Strong interpersonal and customer service skills
- Strong sense of self-motivation and independent work habits
- Ability to organize, prioritize, and problem solve
- Proficiency in Microsoft Office applications, use of multi-line phone system, and photocopier/fax/scanner

- Valid Illinois Pesticide Applications license or ability to obtain within 3 months of employment
- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid, and Automated External Defibrillator (AED) within 3 months of employment
- Physical fitness and strength to lift up to 50 pounds without accommodation and 100 pounds with accommodation

**Recommended:**

- Experience working with seasonal staff and volunteers
- Experience working with the public and non-profit organizations

**Physical Considerations**

Frequently – Sitting, walking, standing, reaching

Occasionally – Climbing, balancing, stooping, kneeling, crawling

Strength – Work requires digging and handling heavy weight (up to 100lbs.) materials or equipment

**Environmental Considerations**

- Will be exposed to chemicals such as cleaning materials, acids, glues, chlorine, fertilizers, herbicides, and pesticides
- Will be exposed to inclement weather including extreme heat, sun, humidity, cold, rain, snow, ice, and wind
- Will include computer use
- Personal protective equipment (PPE) is required as it pertains to the particular job duty, including: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear, and back brace
- Some exposure to noise, dust, fumes, elevation, and confined spaces

**Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner
- Ability to maintain effective audio-visual and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment
- Math skills including measuring, calculating, and estimating
- Ability to interpret and explain Park District and department policies, practices, and procedures
- Demonstrated safety awareness and judgment in all aspects of responsibility

**Customers:**

- Internal: Park District staff, Board of Park Commissioners, FOPCON
- External: Patrons of Conservatory and Park District, residents of Oak Park, WSSRA, partner organizations including governmental and non-profit groups, and the Oak Park business community

**Revised Date: 1 December 2014**

**Last Reviewed Date: 16 December 2014**

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*

## **Park District of Oak Park**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### **Job Description**

**Job Title:** Horticulturist Technician

**Division:** Conservatory

**Location:** 615 Garfield Street

**Reports To:** Manager of Conservatory Operations

#### **Job Purpose**

This position designs, organizes, schedules and supervises the production of all plantings for the Conservatory displays and Park District flowerbeds. This position is also responsible for nurturing and maintaining the Conservatory's collection of tropical and xeric plants under the direction of the Conservatory Manager.

#### **Essential Functions**

- Plans and produces materials for Conservatory displays, plant sales and outdoor plant beds throughout the District
- Supervises operations at the Conservatory as assigned by Conservatory Manager
- Maintains daily production records
- Designs and supervises installation of conservatory displays and outdoor plant beds
- Monitors health and appearance of conservatory plants
- Trains and supervises the Assistant Grower, part-time and seasonal employees and volunteers
- Supervises the use and operation of gardening tools and equipment
- Performs routine maintenance on gardening tools and equipment
- Orders seeds plugs and supplies
- Develops and implements planting schedules
- Oversees operation and determines work techniques for weeding , watering, fertilizing, and pest control.
- Assigns work to employees and conservatory volunteers
- Prepares and delivers workshops on gardening topics
- Supervises upkeep/cleaning of greenhouses and operations area
- Maintains records on crops
- Researches and answers horticulture questions from the public, including identification of plants and diseases
- Fosters a working environment that promotes safe work habits and active participation in the Park District's risk management program
- Collaborates with the Manager of Conservatory Operations on significant matters concerning the maintenance and operation of the Conservatory
- Maintains a complete understanding of Park District emergency action plans and acts as a leader in the execution of the plans when required

#### **Additional Functions**

- Instructs staff on climate controls
- Assists Buildings and Grounds staff with snow removal around the Conservatory

- Collaborates with Friends of the Oak Park Conservatory (FOPCON) for annual fund raiser
- Plans and participates in special projects and programs at the Conservatory.
- Performs committee work as assigned

### **Knowledge, Skill and Work Experience**

#### **Required:**

- Bachelor's Degree (4 years) in Horticulture or related field, or 5 years' experience as grower, or equivalent combination of education and experience
- Supervisory experience preferred
- Broad knowledge of bedding plants and flowering potted plants
- Plant design experience and skills
- Knowledge of greenhouse operations
- Knowledge of principles and implementation of Integrated Pest Management Program
- Valid Illinois Pesticide Applicators license
- Valid Commercial Illinois Driver's License (CDL) and driver safety training or attainment within 6 months of employment
- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Ability to multi-task workload
- Ability to recognize unsafe building conditions
- Interpersonal and customer service skills
- Organization and interpersonal skills
- Planning and problem solving skills
- Self-motivation and independent work habits
- Physical fitness and strength to lift 100 pounds with or without accommodation
- Ability to operate heavy and light work-related equipment
- Proficient in Microsoft Office applications

#### **Recommended:**

- Experience with greenhouse crops
- Ability to motivate seasonal workers and volunteers
- Experience working with the public and non-profit organizations

#### **Physical Considerations**

Frequently – Sitting, walking, standing, reaching.

Occasionally – Climbing, balancing, stooping, kneeling, crawling.

Strength – Work requires digging and handling heavy weight (up to 100lbs.) materials or equipment.

#### **Environmental Considerations**

- Will be exposed to chemicals such as cleaning materials, acids, glues, chlorine, fertilizers, herbicides and pesticides
- Will be exposed to inclement weather including extreme heat, sun, humidity, cold, rain, snow, ice and wind

- Protective clothing is required as it pertains to the particular job duty, including.: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace
- Some exposure to noise, dust, fumes, elevation and confined spaces

### **Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner
- Ability to maintain effective audio-visual and perception needed for making observations, communicating with others, reading and writing, and operating assigned equipment
- Math skills including measuring, calculating and estimating
- Ability to interpret and explain division and District policies and procedures
- Demonstrated safety awareness and judgment in all aspects of responsibility

### **Customers:**

Internal: Employees of the Park District staff, Board of Park Commissioners, FOPCON

External: Patrons of Conservatory and Park District; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

**Revised Date: 1/30/2012**

**Last Reviewed Date: 3/29/2013**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*



## **Park District of Oak Park**

### **Mission**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### **Job Description**

**Job Title:** Maintenance and Operations Supervisor

**Division:** Revenue Facilities

**Location:** Ridgeland Common Recreation Complex, Gymnastics and Recreation Center, Rehm Pool, Dog Parks

**Reports to:** Superintendent of Revenue Facilities

**Job Purpose:** The Maintenance and Operations Supervisor is responsible to oversee and provide for the day to day custodial maintenance and upkeep of Revenue Facilities as well maintain all associated mechanical systems, equipment and assets to ensure agency consistency with goals and commitments to create an organization of excellence. Coordinates resources of the Revenue Facilities team to repair, maintain and improve facilities and grounds in an efficient manner.

#### **Essential Functions:**

- Administers all facets of the maintenance program through the use of the Maintenance Management System, including predictive, preventative and corrective maintenance.
- Responsible for ongoing evaluation of programs, services and facilities under his or her area of responsibility.
- Coordinates all tasks related to seasonal facility transitions.
- Manages 1 full-time, multiple part-time and seasonal staff
- Recruits, screens, hires and trains facility maintenance and custodial personnel and ensures that proper job performance and safety standards are adhered to
- Assigns, directs and supervises all facility maintenance personnel in their work duties and takes immediate action to recognize achievements and correct deficiencies or problems
- Manages staff performance evaluation system according to Park District standards
- Manages and maintains the Maintenance Management Software System
- Manages staff schedules, time off requests and payroll using the Time and Attendance Program
- Implements and employs a preventative maintenance program for all mechanical systems, vehicles and equipment.
- Utilizes quality standards and best practices for all projects and assignments
- Maintains facilities, grounds and equipment
- Manages inventories of materials, supplies and equipment
- Makes efficient and effective use of resources under his/her discretion
- Competitively prices and procures materials, supplies and services as outlined in Park District purchasing policies

#### **Additional Functions:**

- Contributes to the budget preparation for facility maintenance and operations
- Contributes to the preparation of various reports as necessary
- Researches and recommends the purchase of new equipment, materials and supplies
- Follows established purchasing procedures and utilizes a Purchase Order System
- Participates in the planning for and execution of special events
- Serves as a Facility Supervisor of operations as needed
- Develops and budgets for in-service training programs for the educational and skill development of the maintenance staff

- Serves on assigned committees upon request (i.e. Safety, Social Committee, etc.)
- Attends special project meetings as necessary or requested
- Seeks out public input and investigates and acts upon requests, suggestions, and complaints
- Supports the Program and Operations Managers of the Ridgeland Common Recreation Complex, the Gymnastics and Recreation Center as well as program and operations staff.
- Works collaboratively with the Recreation Department on program planning/development, shared use of spaces and special events
- On call nights and weekends

### **Knowledge, Skill and Work Experience:**

#### **EDUCATION AND EXPERIENCE:**

- Must have a 4 year degree from an accredited college or university and a minimum of 5 years of experience managing the preventative, predictive and general maintenance programs in a facility setting and a minimum 5 years of supervisory experience;
- or have a two year degree and a minimum of 8 years of supervisory experience with progressively increasing levels of responsibility; or must have a strong multi-disciplinary background in building or trades experience (minimum of 8 years of experience)
- Education, training and experience in HVAC, pumps and mechanical systems preventative maintenance and repair.
- Must have a valid driver's license and a good driving record.

#### **Required:**

- Ability to work in a team environment and manage projects with team involvement
- Minimum of four years of progressive work experience in aquatic and/or ice rink operations
- Certified Pool Operator (CPO) attainment within 6 months of employment
- Valid Commercial Illinois Driver's License (CDL) and driver safety training or attainment within 6 months of employment
- Skilled in the use of power tools and motorized equipment
- Knowledge and experience in Microsoft Office applications
- Ability to read and understand architectural and mechanical drawings.
- Customer service focus
- Ability to recognize unsafe building conditions
- Oral and written communication skills
- Organization and interpersonal skills
- Planning and problem solving skills
- Certification in advanced Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Certified Park and Recreation Professional or able to attain within one year
- Certified Pool Operator Certification within 6 month
- Knowledge and experience in building trades
- General Knowledge of electrical, and plumbing, pump systems and small engines
- General knowledge of small engines
- Knowledge of and ability to implement safety and risk management protocols

#### **Psychological Considerations**

- Demonstrates good judgment in evaluating daily operations as well as pressure situations
- Creates harmonious team-oriented work environments

- Engages systems that convey a favorable Park District image with the media, other Village agencies, and the public
- Works effectively with internal and external customers, recognizes diverse opinions and needs, and maintains a positive working relationship with all employees.
- Maintains the highest standards of ethical conduct

**Physical Considerations:**

- Frequently sitting, walking, standing and typing
- Occasionally climbing, balancing, stooping, kneeling, crawling
- Ability to lift up to 50 pounds
- Ability to climb ladders
- Ability to enter and perform work related duties in confined spaces

**Environmental Considerations:**

- Normal office conditions may include occasional light and temperature variations
- Significant hours seated at a desk in the use of a computer
- Will be exposed to chemicals such as cleaning materials, acids, glues, Perlite filter media and chlorine
- Will be exposed to occasional inclement weather including extreme heat, humidity, cold, rain, snow, ice, and sun.
- Protective clothing is required as it pertains to the particular job duty.
- Some exposure to noise, dust, fumes, elevation and confined spaces

**Cognitive Considerations:**

- Ability to understand and carry out verbal and/or written instructions efficiently and effectively
- Ability to interpret “early warning” signals and communicate information
- Ability to involve others through informal networking and involve others in decision making
- Ability to speak effectively to the public
- Ability to understand and carry out the principles of supervision and training
- Math skills including measuring, calculating and estimating
- Ability to complete tasks without immediate supervision
- Ability to interpret and explain Department and District policies and procedures
- Ability to follow good safety awareness and judgment in all aspects of carrying out the job

**Customers:**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

**Revised Date: July 2013**

**Last Reviewed Date: May 2013**

**Employee Signature:**

**Date:**

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

# The Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

## Job Description

**Job Title:** Maintenance Worker  
**Division:** Buildings and Grounds  
**Location:** Various locations throughout Oak Park  
**Reports to:** Superintendent of Buildings and Grounds

### Job Purpose:

The Sanitation Laborer is responsible for cleaning and maintaining buildings, parks and equipment in order to ensure park standards are met and parks are functional, safe and attractive for all users of the Park District. The Sanitation Laborer also provided excellent customer service by effectively communicating and enforcing Park District rules, regulations, and policies to park visitors.

### Essential Functions:

- Clean parks of debris and trash. Paint indoor and outdoor facilities. Dig and maintain garden sites.
- Prepare fields for soccer, baseball, and other outdoor sports.
- Load and unloads equipment for daily use.
- Clean and maintain comfort stations.
- Keep tools, equipment and supplies in good repair.
- Keep accurate records of mileage, equipment maintenance, purchases, etc.
- Assist in set-up and take-down for special events.
- Maintain a safe and secure environment for staff, patrons and participants by supplying security for the community centers and parks by maintaining a visible presence. Communicate and enforce Park District rules and policies to participants and patrons.
- Provide excellent customer service and maintain a positive public image when working with patrons by addressing questions and concerns from staff, patrons, participants, and parents immediately. Contact and ask for assistance from supervisor or other Park District staff when necessary.
- Become familiar with regular visitors to the park; know their names, personalities, and interests.
- Identify and observe equipment daily for possible maintenance needs and adjustments.
- Complete safety logs, accident and incident reports, and report issues to supervisor.
- Close and secure parks and facilities at closing time and return all equipment to its proper place as specified by Park District.
- Wear a PDOP staff shirt and identification during all work hours. Follow and enforce all PDOP policies and procedures.

**Additional Functions:**

- Occasionally assist with events and programs.
- Attend staff meetings and training programs as specified.
- Post and remove any flyers, brochures, signs, or other information as required by Park District.
- Complete other duties as assigned by supervisor or other Park District administrative personnel.

**Knowledge, Skill, and Work Experience:****Required:**

- Must be 16.
- Must have 2 years of high school or acceptable educational equivalent.
- Preventative maintenance and/or grounds experience preferred.
- Must purchase and wear steel toed shoes to work.
- Must possess First Aid, CPR, and AED certification or willingness to obtain within 60 days of being hired.
- Must have the ability to solve problems as they arise and be able to perform tasks without supervision.
- Must be highly motivated and able to assume a positive and active role in the park, even while working under potentially stressful conditions (hot or cold weather, upset or injured park visitors, etc.).
- Must have the ability to be firm with park visitors (both youth and adults) when necessary, enforce park district rules, and make sound decisions in order to secure the safety and well-being of all park visitors, facilities, and equipment.
- Must be able to complete required Park District training.

**Physical Considerations:**

Frequent walking, standing, reaching, bending, digging, lifting.

Must be able to lift up to 50 lbs

**Environmental Considerations:**

- Will be exposed to inclement weather including heat, humidity, cold, rain, snow, ice and wind.
- Will be exposed to chemicals such as acids, glues, chlorine, fertilizer and other substances in cleaning solutions.
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fume and elevation.

**Cognitive Considerations:**

- Ability to paint, dig, load, spread materials.
- Ability to work in dirt, mud, grass and etc.
- Ability to work on a ladder.
- Ability to work in weather extremes.
- Ability to work independently without supervision.
- Ability to present ideas and recommendations in a concise manner.

- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to operate assigned equipment.
- Ability to effectively interact and communicate well with others.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Ability to resolve conflict safely, calmly and effectively.
- Basic computation skills including measuring, calculating and estimating.

### **Hours and Compensation**

- May 15-September 15; 24-30 hours per week; 7:00am-3:30pm, but schedule variation is possible. Must be available July 4 and 5.

**Revised Date: May 2013**

**Reviewed Date: May 2013**

**Employee Signature:**

**Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*

## **The Park District of Oak Park**

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

### **Job Description**

**Job Title:** Night Maintenance Worker  
**Division:** Buildings and Grounds  
**Location:** Various locations throughout Oak Park  
**Reports to:** Superintendent of Buildings and Grounds

#### **Job Purpose:**

The Night Maintenance Worker is responsible for cleaning and maintaining buildings, parks and equipment in order to ensure park standards are met and parks are functional, safe and attractive for all users of the Park District during the evening hours. The Night Maintenance Worker also provided excellent customer service by effectively communicating and enforcing Park District rules, regulations, and policies to park visitors. The Night Maintenance Worker drives park district vehicles.

#### **Essential Functions:**

- Clean parks of debris and trash. Paint indoor and outdoor facilities. Dig and maintain garden sites.
- Promote safe and proper use of park areas and amenities.
- Check use permits.
- Prepare fields for soccer, baseball, and other outdoor sports.
- Load and unloads equipment for daily use.
- Clean and maintain comfort stations.
- Transport equipment and personnel in a variety of District vehicles.
- Clean and check vehicles daily.
- Keep tools, equipment and supplies in good repair.
- Keep accurate records of mileage, equipment maintenance, purchases, etc.
- Assist in set-up and take-down for special events.
- Maintain a safe and secure environment for staff, patrons and participants by supplying security for the community centers and parks by maintaining a visible presence. Communicate and enforce Park District rules and policies to participants and patrons.
- Provide excellent customer service and maintain a positive public image when working with patrons by addressing questions and concerns from staff, patrons, participants, and parents immediately. Contact and ask for assistance from supervisor or other Park District staff when necessary.
- Become familiar with regular visitors to the park; know their names, personalities, and interests.
- Identify and observe equipment daily for possible maintenance needs and adjustments.
- Complete safety logs, accident and incident reports, and report issues to supervisor.
- Close and secure parks and facilities at closing time and return all equipment to its proper place as specified by Park District.

- Wear a PDOP staff shirt and identification during all work hours. Follow and enforce all PDOP policies and procedures.

**Additional Functions:**

- Occasionally assist with events and programs.
- Attend staff meetings and training programs as specified.
- Post and remove any flyers, brochures, signs, or other information as required by Park District.
- Complete other duties as assigned by supervisor or other Park District administrative personnel.

**Knowledge, Skill, and Work Experience:**

**Required:**

- Must be 18.
- High School Diploma or GED equivalent, some college preferred.
- Preventative maintenance and/or grounds experience preferred.
- Must have a valid driver's license and good driving record.
- Must purchase and wear steel toed shoes to work.
- Must possess First Aid, CPR, and AED certification or willingness to obtain within 60 days of being hired.
- Must have the ability to solve problems as they arise and be able to perform tasks without supervision.
- Must be highly motivated and able to assume a positive and active role in the park, even while working under potentially stressful conditions (hot or cold weather, upset or injured park visitors, etc.).
- Must have the ability to be firm with park visitors (both youth and adults) when necessary, enforce park district rules, and make sound decisions in order to secure the safety and well-being of all park visitors, facilities, and equipment.
- Must be able to complete required Park District training.

**Physical Considerations:**

Frequent walking, standing, reaching, bending, digging, lifting.

Must be able to lift up to 75 lbs

**Environmental Considerations:**

- Will be exposed to inclement weather including heat, humidity, cold, rain, snow, ice and wind.
- Will be exposed to chemicals such as acids, glues, chlorine, fertilizer and other substances in cleaning solutions.
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fume and elevation.



**Cognitive Considerations:**

- Ability to paint, dig, load, spread materials.
- Ability to work in dirt, mud, grass and etc.
- Ability to work on a ladder.
- Ability to work in weather extremes.
- Ability to work independently without supervision.
- Ability to present ideas and recommendations in a concise manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to operate assigned equipment.
- Ability to effectively interact and communicate well with others.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Ability to resolve conflict safely, calmly and effectively.
- Basic computation skills including measuring, calculating and estimating.

**Hours**

- May 15-September 15; 3:30 PM -1:00 AM; 35-40 hours per week

**Revised Date: May 2013****Reviewed Date: May 2013****Employee Signature:****Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*

# Park District of Oak Park

*Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

## Job Description

**Job Title:** Park Technician  
**Department:** Buildings & Grounds  
**Location:** 218 Madison or other Park District sites as assigned  
**Reports To:** Grounds Supervisor, Buildings Supervisor, or Sports Field Manager

### Job Purpose:

This position provides technically oriented support, and occasionally works in unskilled capacities, ensuring the upkeep, safety, repairs and preventive maintenance of all Park District grounds oriented systems.

### Essential Functions

- Maintains athletic fields and turf
- Sets up fields for sports, -football, soccer, baseball and softball
- Removes snow at all facilities
- Maintains and repairs irrigation systems and controls
- Trains and supervises general maintenance workers and seasonal employees
- Maintains and repairs playground equipment.
- Removes litter and repairs vandalism or unsafe conditions in facilities
- Leads staff in Spring equipment set-up
- Leads staff in Fall equipment winterization

### Additional Functions

- Maintains and repairs Park Facilities as needed
- Performs variety of horticultural activities
- Performs miscellaneous tasks as directed

### Required

- High School diploma or equivalent
- Commercial Driver's License (CDL)\*
- Ability to work independently
- Familiarity with Park District apparatus
- Knowledge and 4 years experience with building trades and materials
- Good driving record
- Interpersonal skills
- Customer Service focus
- First Aid, Cardiopulmonary Resuscitation (CPR)\* and Automated External Defibrillator (AED)\* certifications

\*These items may be earned on the job, but must be complete within 6 months to satisfactorily Complete the 6 month probationary period.

**Recommended:**

- Knowledge of turf grass management
- Skill in pruning
- Knowledge of forestry operations
- Ability of operate various horticultural implements
- Familiarity with basic hand and power tools

**Physical Considerations**

- Frequently – Sitting, walking, standing
- Occasionally – Climbing, balancing, stooping, kneeling, and crawling
- Strength – Work requires digging and handling up to heavy weight (up to 100lbs.) material or equipment.
- Other requirements may include talking, hearing, seeing to perform the following necessary duties: Operate assigned office equipment including, but not limited to computers, printers, copiers, fax machines and cellphones.

**Environmental Considerations**

- Will be exposed to chemicals such as cleaning materials, acids, glues, fertilizers, fuels.
- Will be exposed to inclement weather including extreme heat, humidity, cold, rain, snow, ice and wind.
- May include minimal computer use
- Protective clothing is required as it pertains to particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fumes, elevation and confined spaces.

**Cognitive Considerations**

- Ability to present ideas and recommendations in a concise verbal and written manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to understand and carry out the principles of lead supervision and training.
- Ability to maintain effective audio-visual and perception needed for making observation, communicating with others, reading and writing, and operating assigned equipment.
- Ability to maintain mental capacity which allows for effective interaction and communication with others.
- Math skills including measuring, calculating and estimating.
- Ability to follow through on a task without immediate supervision.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow good safety awareness and judgment in all aspects of responsibility.

**Customers:**

Internal: Other Park District staff and Board members

External: Patrons of Park District of Oak Park, residents of Oak Park, Oak Park

**Revised Date: May 2013**

**Last Reviewed Date: May 2013**

**Employee Signature/Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*



# The Park District of Oak Park

*In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

## Job Description

**Job Title:** Seasonal Maintenance Worker  
**Division:** Buildings and Grounds  
**Location:** Various locations throughout Oak Park  
**Reports to:** Superintendent of Buildings and Grounds or Designated Supervisor

### Job Purpose:

The Seasonal Maintenance Worker is responsible for cleaning and maintaining buildings, parks and equipment in order to ensure park standards are met and parks are functional, safe and attractive for all users of the Park District. The Seasonal Maintenance Worker also provided excellent customer service by effectively communicating and enforcing Park District rules, regulations, and policies to park visitors. The Seasonal Maintenance Worker drives park district vehicles.

### Essential Functions:

- Clean parks of debris and trash. Paint indoor and outdoor facilities. Dig and maintain garden sites.
- Prepare fields for soccer, baseball, and other outdoor sports.
- Load and unloads equipment for daily use.
- Clean and maintain comfort stations.
- Transport equipment and personnel in a variety of District vehicles.
- Clean and check vehicles daily.
- Keep tools, equipment and supplies in good repair.
- Keep accurate records of mileage, equipment maintenance, purchases, etc.
- Assist in set-up and take-down for special events.
- Maintain a safe and secure environment for staff, patrons and participants by supplying security for the community centers and parks by maintaining a visible presence. Communicate and enforce Park District rules and policies to participants and patrons.
- Provide excellent customer service and maintain a positive public image when working with patrons by addressing questions and concerns from staff, patrons, participants, and parents immediately. Contact and ask for assistance from supervisor or other Park District staff when necessary.
- Become familiar with regular visitors to the park; know their names, personalities, and interests.
- Identify and observe equipment daily for possible maintenance needs and adjustments.
- Complete safety logs, accident and incident reports, and report issues to supervisor.
- Close and secure parks and facilities at closing time and return all equipment to its proper place as specified by Park District.
- Wear a PDOP staff shirt and identification during all work hours. Follow and enforce all PDOP policies and procedures.

**Additional Functions:**

- Occasionally assist with events and programs.
- Attend staff meetings and training programs as specified.
- Post and remove any flyers, brochures, signs, or other information as required by Park District.
- Complete other duties as assigned by supervisor or other Park District administrative personnel.

**Knowledge, Skill, and Work Experience:****Required:**

- Must be 18.
- High School Diploma or GED equivalent, some college preferred.
- Preventative maintenance and/or grounds experience preferred.
- Must have a valid driver's license and good driving record.
- Must purchase and wear steel toed shoes to work.
- Must possess First Aid, CPR, and AED certification or willingness to obtain within 60 days of being hired.
- Must have the ability to solve problems as they arise and be able to perform tasks without supervision.
- Must be highly motivated and able to assume a positive and active role in the park, even while working under potentially stressful conditions (hot or cold weather, upset or injured park visitors, etc.).
- Must have the ability to be firm with park visitors (both youth and adults) when necessary, enforce park district rules, and make sound decisions in order to secure the safety and well-being of all park visitors, facilities, and equipment.
- Must be able to complete required Park District training.

**Physical Considerations:**

Frequent walking, standing, reaching, bending, digging, lifting.

Must be able to lift up to 50 lbs

**Environmental Considerations:**

- Will be exposed to inclement weather including heat, humidity, cold, rain, snow, ice and wind.
- Will be exposed to chemicals such as acids, glues, chlorine, fertilizer and other substances in cleaning solutions.
- Protective clothing is required as it pertains to the particular job duty. Examples may include: safety goggles, glasses, face shields, steel tip work boots, protective rubber or leather gloves, hard hat, paint spray respirator, protective suits and outer wear and back brace.
- Some exposure to noise, dust, fume and elevation.

**Cognitive Considerations:**

- Ability to paint, dig, load, spread materials.
- Ability to work in dirt, mud, grass and etc.
- Ability to work on a ladder.
- Ability to work in weather extremes.
- Ability to work independently without supervision.

- Ability to present ideas and recommendations in a concise manner.
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively and to read and understand printed material.
- Ability to operate assigned equipment.
- Ability to effectively interact and communicate well with others.
- Ability to interpret and explain division and District policies and procedures.
- Ability to follow safety guidelines and exercise judgment in all aspects of responsibility.
- Ability to resolve conflict safely, calmly and effectively.
- Basic computation skills including measuring, calculating and estimating.

**Hours:**

- March 15-Sept 15; 32-35 hours per week; 7:00am-3:30pm, but schedule variation possible. Must be available July 4 and 5.
- Will be scheduled to work on at least one week end day each week so as to sustain park sites in a clean and safe condition.

**Revised Date: May 2013**

**Reviewed Date: May 2013**

**Employee Signature:**

**Date:**

*This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.*

# Park District of Oak Park

*Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities*

## Job Description

**Job Title:** Sports Field Manager

**Division:** Building & Grounds

**Location:** 218 S. Madison

**Reports to:** Superintendent of Buildings & Grounds

### Job Purpose

This position manages the maintenance and operation of all the athletic fields, as well as oversees the landscape contracts with a focus on the Mission, Vision and Values of the Park District of Oak Park. The Sports Field Manager shall maintain and coordinate the activities of all these areas so that the maximum potential of each area will be realized.

### Essential Functions

In order to effectively perform the functions of this position, the Sports Field Manager shall assume the following responsibilities and associated duties:

#### A. Communication/Coordination

1. Create and implement athletic field and turf management programs, including managing the Park District's landscape contracts.
2. Promote the benefits of athletic fields in keeping our community vital and healthy and aligned with the Comprehensive Master Plan.
3. Provide technical knowledge related to field and turf maintenance practices, particularly around aeration, fertilization, rotation and irrigation of the athletic fields.
4. Identify and communicate all tasks required to keep the athletic fields in peak conditions.
5. Develop and deliver effective meetings and communications for Park District user groups both internal and external.
6. Host preseason meeting with user groups.
7. Provide reports, surveys, studies, or additional requirements as needed, assigned or requested.
8. Manage and coordinate any athletic field cancellations/closings caused by extreme weather conditions or mechanical system failures.
9. Conduct staff meetings as necessary.

#### B. Planning/Control

1. With the management staff, research current athletic field trends to develop processes that are driven by market needs which will provide the maximum field use for the community.
2. Manages the work order system to ensure thorough and accurate records are kept for daily and seasonal tasks.
3. Develop and recommend performance goals with management input.
4. Communicate to the Superintendent of Buildings & Grounds problems, deviations, or daily activities which may have an impact on the operation of the athletic fields.
5. Maintain all aspects of irrigation systems including computerized controls, electrical systems and plumbing (including spring start-up and winterization) whether in ground or above ground.
6. Manage all systems through coordination of in-house maintenance staff and contractors.



### C. Budgets/Finance

1. Assist with preparing, reviewing, evaluating and coordinating detailed budgets.
2. Develop cost analysis, financial reports, studies and recommendations for financial aspects of the Building and Grounds department.
3. Oversee the use of budget and purchasing controls by all staff.

### D. Personal/Staffing

1. Recommend the appointment of full and part-time staff through recruitment, interviews, background reviews and testing as necessary.
2. Supervise the recruitment, selection, hiring and training of seasonal staff as needed and within budget.
3. Supervise, schedule and evaluate the performance of staff so that the goals of the District are consistently applied.
4. Recommend levels of compensation and any responsibility changes under area of supervision.
5. Evaluate, recommend, interpret and administer the policies of the District.
6. Provide opportunities to staff for professional growth and development. Provide guidance to staff regarding problems with their associates, grievances, conflicts, or any other matters of concern which may interfere with cohesive working relationships.
7. Assist with mentoring, coaching, and guiding Building & Grounds staff, particularly with regards to training and development.
8. Assist with establishing the direction of the staff, setting an effective agenda and ensuring performance goals are set and met.

### **Additional Functions**

- Coordinates activities with all Park District employees, District 97, District 200 and Affiliates.
- Oversees the field conditions for school facilities.
- Collaborates with police and staff on security issues.
- Assists the Human Resources Manager or designee to investigate accidents and complete paperwork.
- Oversees purchasing functions including: reviewing expenditures, approving purchase orders ordering equipment and supplies, and monitoring the bidding process for large cost items.
- Attends Park Board Committee and Board meetings when requested.
- Evaluates and recommends improvements to policies and procedures.
- Researches new trends and acts on opportunities
- Assists in managing human resource functions including background checks, interviews, misconduct and harassment investigations and approving new hires.
- Assists in assuring compliance with Affirmative Action (AA), Occupational Safety and Health Act (OSHA), Americans with Disabilities Act (ADA) and Worker's Compensation.
- Assists in designing, developing and implementing employee orientation and training programs.
- Assists in maintaining and updating employee job descriptions.
- On call nights and weekends as needed.

### **Knowledge, Skill and Work Experience**

#### **Required**

- 4 year degree from an accredited college with 3 years' experience in Sports Field Management or related field like agronomy, horticulture, plant science or soil science.
- Computer experience required, including Microsoft Office Suite and the web.

- Knowledge and experience maintaining all aspects of irrigation systems including computerized controls, electrical systems, plumbing, spring start-up and winterization.
- Comprehensive knowledge of turf grasses common to the Midwest United States and practical experience maintaining all aspects of athletic fields and turf grass.
- Experience maintaining synthetic fields.
- Demonstrated skill in verbal and written communications and mathematics.
- Ability to work collaboratively with diverse groups of co-workers, contractors and the community; maintain good relations with users of the fields and facilities.
- Familiarity with Best Practices related to knowledge of principles and objectives of athletic fields and turf management.
- 3 years or more experience in employee supervision.
- Ability to prepare financial records and reports.
- Experience in public speaking.
- Acts independently and empowers others.
- Demonstrate problem-solving skills.
- Customer service focus.
- Ability to work in multi-task environment.
- First Aid, Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED) certifications within 6 months of employment.

### **Preferred Skills & Training**

- Illinois "Turf grass" category pesticide Applicator's License.
- Experience operating a variety of equipment related to athletic field maintenance such as mowers, tractors, power spray units, aerators, trimmers, edger's, trucks.
- Experience managing and working with an electronic work order system preferred.
- Knowledge of the Park District Risk Management Agency (PDRMA).
- Certifications related to Turf Management or related field.

### **Physical Considerations**

- Frequently – sitting, walking, standing and typing.
- Occasionally – climbing, balancing, stooping, kneeling and crawling
- Strength – work requires handling average weight (up to 50 lbs.) materials or equipment.
- Other requirements may include talking, hearing and seeing to perform the following necessary duties: operate assigned office equipment including, but not limited to computers, printers copiers, adding machines and telephones. Ability to climb ladders up to 20 feet in height.

### **Environmental Considerations**

- Exposed to outside weather conditions with moderate noise level, including extreme heat and cold, snow, rain, dust and ice.
- Protective clothing is required including earplugs, safety glasses/goggles, respirations, helmets, chaps, steel toe boots, protective gloves and overalls.

### **Cognitive Considerations**

- Ability to respond to questions, complaints, and concerns from the public and employees in a professional manner demonstrating good judgment.
- Ability to present ideas and recommendation in a concise verbal and written manner.

- Ability to understand and carry out verbal and/or written instructions efficiently and effectively to complete responsibilities as described.
- Ability to network in the Oak Park community and the building & grounds profession.
- Ability to realistically recognize the opportunities facing the organization as well as its strengths and weaknesses. Accepts personal failure and is adaptable to change.

**Customers**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, Affiliates

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

Revised Date: May 2013

Last Reviewed Date: May 2013

Employee Signature:

## Park District of Oak Park

*Our Mission: In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.*

### Job Description

**Title:** Superintendent of Buildings and Grounds

**Division:** Buildings and Grounds

**Location:** Administration Center or Designated Structure

**Reports to:** Executive Director of Parks and Recreation

**Job Purpose:** Responsible work involving planning, supervising, and overseeing the maintenance and upkeep of all buildings and grounds owned by the Park District of Oak Park.

**Essential Functions:** Entails supervising managers, and strategically planning the work of the Buildings and Grounds Division. Considerable judgment and initiative is involved in overseeing care, and systematic repair and renovation of properties, and in correcting damage caused by vandalism. Work is frequently of a reoccurring nature. However, employees must be alert to shifting needs and scheduling to meet needs. Work is reviewed through reports and observation of results. Considerable independence is necessary.

As an agency leader, you are responsible for enforcing rules, regulations and ordinances of the District and ensuring your staff does likewise.

**Additional Functions:** Prepares annual maintenance budgets for buildings and grounds; orders, receives, stores, and disburses supplies and keeps records on all custodial and maintenance items required; specifies and oversees contractual services for landscaping, heating and air conditioning, uniforms, custodial, roofing, window replacement, and construction; assures proper maintenance of facilities and landscaped areas; records, issues, and maintains control of all keys in system; conducts inspection of properties on a regular basis and implements corrective measures as needed; instills safety awareness among employees; assures repair of damage to all physical facilities; makes recommendations for immediate and long range requirements on (capital projects); works on special projects as assigned by the Executive Director; performs related work as necessary.

Participates at multiple levels in the planning and operation of community wide and specific special events including 4th of July fireworks show. Facilitates district events in cooperation with recreation staff, affiliate groups, and other local government agencies. Functions as representative for the Park District. Frequently meets with community and affiliate groups to interpret policy in cases where Park District resource are used or needed. Hires, trains and supervises staff that comprise the Night Maintenance Program.

Must be able to support and participate as Park District representative for Village Emergency Response Program.

Facilitates special events through efforts and resources of Buildings and Grounds Division  
Co-ordinates Park District operations with those of Village of Oak Park  
Ex- coordinating leaf removal/disposal with VOP Public Works Dept.  
Works in conjunction with VOP Division heads to lend or borrow equipment or staff  
Works in conjunction with VOP Sidewalk/driveway replacement program on yearly basis  
VOP Emergency Operations Planning Committee

Co-ordinates Building and Grounds staff effort in concert with affiliated athletic groups, (soccer, baseball, football, District 97, District 200, Fenwick, OP tennis) related events include athletic tournaments, runs, programs, kick off-organizational meetings, playoffs and other related events.

Participates in special committees, as needed, at direction of Park District Executive Director.  
Greening Advisory Committee  
Pleasant Home Foundation  
Planning Committees involving Capital redevelopment

Acts as Park District Representative as necessary  
Madison Street Business District Planning  
Lake Street Business District Planning  
FOOPD, BarrieFest  
Biannual Safety and Security meeting held with various Village Agencies

Works in conjunction with program staff to facilitate programs, special events or other activities in the parks. This function frequently requires knowledge of capabilities of facilities to support functions, and what modifications are required so as to make successful programs fiscally feasible.

Coordinates and prioritizes emergency response efforts of Buildings and Grounds team. The function frequently requires in person assessment of accidental, security, behavioral, or weather-related problems (at all hours of the day and night). Examples:

1. Major water leaks, major power failures.
2. Trees falling on buildings
3. Sink-holes manifesting themselves in park sites
4. Automobile accidents that damage Park District property or involve PD vehicles
5. Accidents that occur on Park District property.
6. Vandalism that occurs on Park District property.
7. Homeless people, and related challenges on Park District Property
8. Response to crimes or other major issues on park sites (demonstrations, protests, etc.)

**Knowledge, Skill and Work Experience:** Thorough knowledge of techniques, methods, materials and procedures used in maintenance and construction of facilities and grounds; thorough knowledge of Federal, State and local ordinances as they apply to the safety of the public within public buildings; knowledge of supervisory techniques and policies; ability to plan, organize and direct the work of others; ability to set priorities for work assignments; ability to communicate effectively with employees and the public; skill to analyze and interpret budgetary needs. Ability to develop and use logistical controls needed to provide and manage support to other divisions of district, affiliates or contractors working on district projects.

**Required:** Graduation from college with a Bachelor of Science degree in park management or business; considerable experience in development, care and maintenance of community recreational facilities and grounds including or supplemented with some experience in the maintenance of construction of varying types of buildings and structures and in direct supervision of subordinates; or any combination of experience and training which provides the required knowledge, abilities and skills. Supervisory experience with labor union staff as well as non-bargaining employees.

**Preferred:** Direct recreation program experience helpful. Direct experience working with unionized staff very desirable. Knowledge of Arboriculture and turf management.

**Physical Considerations:**

Frequently – Sitting, walking, standing, lifting, operating various vehicles as needed.  
Occasionally – Climbing, digging, balancing, stooping, kneeling, and crawling, running.  
Strength – Work requires handling average weight (up to 50 lbs.) materials or equipment and occasional handling of materials over 50 lbs.

Work also requires working on high places and in confined spaces.

**Environmental Considerations: ENVIRONMENTAL CONSIDERATIONS:**

Travel from site to site; considerable exposure to dust and noise; exposure to hot, cold, wet, humid or windy conditions caused by weather.

Prolonged hours seated at a desk, may include prolonged hours of computer use.

**Cognitive Considerations:**

1. Ability to present ideas and recommendations in a concise verbal and written manner.
2. Ability to understand and carry out verbal and/or written instructions efficiently and effectively.
3. Ability to communicate with staff in clear, concise manner.
4. Ability to use independent judgment and initiative.

**Customers:**

Internal: Employees of Park District; Board of Park Commissioners

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, Oak Park Business Community and affiliated groups.

**Hours and Compensation**

The Superintendent of Buildings and Grounds, as a supervisory employee of the District, shall be considered on duty at all times, and may have varying hours due to the nature of the business. General hours of duty will be approved by the Executive Director. Compensation will be established based on evaluation and approval of the Executive Director.

**Revised Date: July 2014**

**Last Reviewed Date: May 2013**

**Employee Signature:**

**Date:**

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

