

Department: Maintenance
Reports To: Executive Director
Classification: Part Time

Summary

The REC Maintenance position is directly responsible to and under the direct supervision of the Superintendent of Parks & Facilities/Executive Director and has direct oversight of the overall maintenance operations at The REC.

Qualifications

- Candidate must possess a valid Illinois driver's license.
- Must be able to pass pre-employment physical exam and drug screening.
- Candidate must be able to demonstrate proficiency in using Microsoft Office products.
- Academic studies in management, maintenance, or a related field preferred.
- Experience in a leadership capacity preferred.
- Certified Pool Operator (CPO) credentials required within first year.
- Electrical and plumbing knowledge preferred.
- Mechanically inclined with attention to detail and organized

Essential Functions

- Clean, inspect and maintain the buildings, structures, and equipment for safety and condition.
- Perform thorough cleaning/maintenance tasks and special procedures as needed.
- Oversee the functions of Park District Aquatics drain system, water system, mechanical room with such tasks as water chemistry, backwashing, chemical balancing, super chlorinating, deep cleaning, etc.
- Turf/Athletic field cleaning, maintenance/repair as needed.
- Maintain inventory of all maintenance products and re-orders as needed (HVAC filters, drinkers, etc)
- Coordinate the performance of facility and grounds development, maintenance, repairs and inspections as needed.
- Schedule and monitor preventative maintenance plans of equipment, etc
- Coordinate the performance of minor electrical, plumbing, carpentry repairs and painting as necessary.
- Operate/maintain small power hand tools, floor scrubbers, sweepers, turf brush as required.
- Assist in cost effective operations and maintenance procedures.
- Create an environment for success.
- Maintain records, files, and written materials such as instruction/task, warranties, etc.
- Confers with and counsels custodial support staff to exchange information and/or explain work quality, policies, procedures and guidelines; and identify work-related problems, problem characteristics, the impact of problems and formulate solutions.
- Assist with the preparation of the department's annual budget; works to stay within budget on a regular basis.

Marginal Functions

- Performs other duties as assigned by Executive Director.
- The District encourages its employees to "take ownership" of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Safety

- All Employees will be responsible for implementing the policies and procedures that pertain to safety and health.

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.

Job Description: REC Maintenance

- Responsible to follow and comply with OSHA and District safety policies as presented in the Personal Policy Manual. Uphold the District commitment to safety by attending scheduled safety programs/seminars and promptly reporting accidents and hazardous conditions to Executive Director.
- Follow and promote procedures designed for safety and risk management. Identify unsafe conditions and procedures; take corrective action; bring to the attention of the Executive Director

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be in good physical health.
- Employee may use hand(s) for repetitive movements.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.
- Employee may come into contact with various chemicals, fertilizers, or pesticides during work duties.

Environmental Considerations

- May be exposed to all kinds of weather conditions.
- May be exposed to possible allergens, such as dust, plant pollen, etc.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must be able to follow directions from and work with supervisors, and co-workers.
- Possess strong leadership skills; an established philosophy towards the guidance and development of staff; ambition to enhance; creativity to challenge themselves and their teammates; open-mindedness; ability to embrace change; trustworthiness; familiarity in programming areas and equipment associated with the position; alignment with mission, vision and values of the District.

Hours & Wage Range

The position of REC Maintenance is a part-time position and shall be paid every two weeks at an agreed hourly wage (\$20-\$25/hour DOQ). This position will work approximately 8-15 hours per week; flexible work schedule.

To Apply

Please send resume to: JOhlinger@RochelleParkDistrict.org

Flagg-Rochelle Community Park District

Attn: Executive Director, Jackee Ohlinger

802 Jones Road

Rochelle, IL 61068