



Lincoln Park District

Job Posting

**JOB TITLE: Facility & Grounds Maintenance Apprentice**

**12/20/2021**

**TYPE: Full-time**

**LOCATION: 1400 Railer Way, Lincoln, IL**

**REPORTS TO: Operations Supervisor & Executive Director**

**POSITION SUMMARY:**

- The ***Facility & Grounds Maintenance Apprentice***, under the supervision and guidance of the Operations Supervisor, performs a variety of routine semi-skilled maintenance for Park District facilities, including, but not limited to, carpentry, painting, plumbing, and electrical trades work. Ensures that facilities and grounds are available for use and consistently maintained in a safe and clean condition. Performs general facility and equipment maintenance and necessary administrative and support tasks associated with the recreational programs offered.

**WORK ENVIRONMENT:**

- Work takes place in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Primary work duties will take place in the recreation facility, aquatic center and adjacent maintenance building, or outdoors at the Park District or other park grounds.

**DUTIES & RESPONSIBILITIES:**

- Ensures that facilities are available for use and consistently maintained in a safe and clean condition
- Performs regular and directed grounds and landscape maintenance by mowing, trimming, edging, weeding, and otherwise cultivating trees and plants on Park District grounds; assists with pest control measures

- Performs general groundskeeping maintenance on outdoor features including lighting, signs, cables, barricades, gates, bicycle racks, posts, fences, and other outdoor features
- Repairs, maintains, and prepares athletic fields and courts as needed
- Removes unsightly trash, leaves, weeds, and debris from public areas; takes trash to designated collection points; monitors and maintains trash and cigarette receptacles, emptying or repairing as needed
- Assists in preventing accidents resulting from snow- or ice-covered parking lots, roads, and pathways by operating snow-removal equipment, shoveling snow and spreading salt on snow- or ice-covered surfaces
- Prepares outdoor locations for use by visitors, vendors, and the public as needed for operations; moves bleachers and seating as needed, and properly stores, maintains, and installs athletic equipment as required
- Ensures golf balls are regularly picked up from the driving range and returned to the facility for patron use
- Safely operates light vehicles such as pick-up trucks, tractors, or riding mowers and operates portable power tools and equipment such as saws, grass trimmers, snow/leaf blowers, sprayers, paint machines and other groundskeeping equipment
- Ensures that ground and building maintenance equipment are operational by performing routine and preventative maintenance, cleaning or repairing of tools, equipment and machines as needed
- Performs aquatic center monitoring and maintenance including testing and recording the pH and chemical levels of the swimming pool water, adding chlorine, acid, and other chemicals to correct levels; cleaning, monitoring, and maintaining pool features and mechanicals; and ensuring repairs are made to fittings, pumps, gauges, and any other faulty mechanical or electrical components
- Uses ladders, lifts, or other tools to perform building maintenance to include such tasks as changing light bulbs, cleaning high surfaces, monitoring and/or repairing ceiling and mechanical system issues
- Performs painting work in the preparation, patching, finishing, and maintaining of building structures, walls, woodwork, furniture, and equipment
- Performs custodial and maintenance work as needed in buildings, offices, restrooms, etc. using manual tools and powered machines to include, but not limited to, making carpentry repairs, performing minor plumbing and electrical repairs, troubleshooting HVAC or other systems

- Assembles, repairs, maintains, and moves furniture, such as desks, cabinets, tables, chairs, shelves, fitness equipment, and related fittings and fixtures
- Conducts routine inspections and maintenance of heating, electrical, and air conditioning equipment; replaces filters; identifies and reports more complex maintenance needs which may require more specialized contractor assistance
- Delivers supplies, materials, and equipment as needed; monitors inventory, orders supplies, and maintains purchase records within authorized budget
- Maintains records and logs of maintenance activities; inspects facilities and grounds for safety and security; identifies and reports hazardous conditions and facility maintenance needs to supervisor
- Follows safe working practices and makes appropriate use of related safety equipment as required
- Assists with Park District special events, as needed
- Contributes to the overall success of the Park District by performing all other related duties as assigned

**REQUIRED KNOWLEDGE & ABILITIES:**

- Safety-minded with knowledge of occupational hazards and safety precautions
- Ability to follow all applicable traffic laws and operator instructions, and wear appropriate safety items such as goggles, gloves, or other appropriate protective clothing
- Knowledge of the scope and goals of a community recreational program and of sports and recreational activities and principles involved in recreational programming and project planning
- Knowledge of equipment operation, groundskeeping, carpentry, plumbing, painting, equipment repairs, and general maintenance
- Mechanical aptitude/ability and understanding of systems such as HVAC, plumbing, and electrical
- Ability to lift heavy equipment
- Ability to work in harsh weather conditions
- Professional appearance
- Ability to use creativity and resourcefulness and ability to evaluate situations, make decisions, and problem solve

- Ability to establish and maintain an effective working relationship with the public, other agencies and outside contractors, and other employees of differing backgrounds and ability levels
- Ability to plan, organize, assign, supervise, and inspect the work of subordinates
- Ability to work an irregular schedule at times with some overtime, weekend, and/or holiday work required on an as needed basis
- Ability to complete accurate records and create monthly reports to present at Board meetings
- Ability to understand and work from written and oral instruction
- Ability to organize tasks and work efficiently to complete assigned duties with little direct supervision
- Ability to use English effectively to communicate in person, over the telephone, and in writing.
- Technological proficiency with programs such as Google and MS Office as well as ability to learn specialized software programs and apps
- Ability to organize, budget, plan and implement projects with multiple deadlines
- Certification in First Aid / CPR / AED or have the ability to complete within six (6) months of hiring
- Valid Illinois Driver's License and clean driving record.
- Positive team attitude

**PHYSICAL DEMANDS:**

- Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

**QUALIFICATIONS:**

- High School Diploma or equivalent is required
- One year of relevant work experience
- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

**SUPERVISION:**

- The Facility & Grounds Maintenance Apprentice is supervised by a designated supervisor and generally does not exercise supervision of others, however, may be required to supervise student workers or temporary employees.

**SALARY/BENEFITS:**

- Salary starts at \$34,320 annually with benefits including dental, vision, and medical insurance, as well as the Illinois Municipal Retirement Fund
- A 6-month probationary period will be used to assess performance and fit. Future position advancement and salary increase potential is available depending on performance level and staffing needs.

**HOW TO APPLY:**

- Submit a cover letter, references, and resume to [bstrait@lincolnparkdistrict.com](mailto:bstrait@lincolnparkdistrict.com) or bring to the front office at the Lincoln Park District