

## **Park District of Forest Park**

### **Buildings and Parks Department**

#### **General Maintenance Technician**

**Wage: \$22-\$24 per hour**

**Closing Date: December 27, 2024**

**The Park District of Forest Park, “Where Every Day is a Walk in the Park”, serves just under 15,000 amazing residents. Currently the park district owns and operates five buildings, 6 park settings, an aquatic center and several different outdoor facilities including a skate park and official size synthetic turf soccer field. We host the No Glove National 16” Softball Tournament. When you work for our Park District you are part of a teamwork environment. We make it our priority every staff member has a seat at the table and a voice to be heard.**

#### **Job Summary**

Under the supervision of the Superintendent of Building and Parks and Park Foreman, the General Maintenance Technician shall complete their assigned duties to the best of his/her abilities, offer suggestions of better way to accomplish jobs, and keep in mind the best interests of the Park District of Forest Park and fellow employees.

This is an hourly position, and the hours are primarily from 7:30 am to 4:00 pm, with a half-hour break for lunch, Monday through Friday. Weekly schedules may change based on work-related or seasonal needs, which may include nights or weekends as requested. During designated periods when, the employee is “on call,” that the employee be accessible by their assigned work phone. In addition, be able to respond to a request or need for their physical presence within 60 minutes of their place of residence. Compensation will be established based on evaluation, experience, and recommendation from the Superintendent of Building and Parks or Executive Director.

#### **Job Qualifications**

A high school degree/GED is required with three to four years of working experience in facilities, aquatics, electric, plumbing, HVAC, electric, grounds maintenance or related field. Must have the following certifications/licenses: CPR Certification within six months after hire. You must possess a valid Illinois Class D Driver’s License at time of hire. Trade-specific Certification is preferred.

All employees must pass a criminal background check and drug test, which are paid for by the Park District of Forest Park.

#### **Required Knowledge**

A basic knowledge of facilities and grounds maintenance plus knowledge of HVAC, plumbing, building equipment/mechanics, opening and closing of all facilities, hand tools, grounds equipment, and operation of trucks and tractors is required. Specialty knowledge, skill and abilities in turf management, and sports fields

**Required Skills**

Need to understand how to work facility equipment such as: vacuums, mops, dusters, sanitizers, carpet cleaners, and power washers.

Needs to have knowledge on all aspects of pools, including: chemical balancing, backwashing, filter cleaning, general cleaning, filling/winterizing.

Need to understand how to work industrial equipment, including: backhoes, front-end loaders, mowers, ball field drags, chainsaws, snow plows, power saws, drills and landscaping equipment.

Must have good interpersonal skills and can focus on solving conflicts, listening to others, maintaining a positive attitude and being receptive to constructive feedback. Must exhibit sound and appropriate judgment, support and explain reasoning for decisions

**Hours**

Our regular work hours are 7:30-4:00, however, due to the very nature of park district programming, evening, weekend, and some holiday hours may be expected.

**Benefits**

Position is a non-exempt full-time year-round position. The Park District benefit package includes medical, dental and vision paid 100% for family and employee by the Park District. It also includes IMRF pension and vacation, holiday, personal and sick time. The position may include evening, weekends and holidays.

Contact – Please email or mail cover letter and resume to Park District of Forest Park, attention Dr. Jeff Murphy, Superintendent of Business, [jmurphy@pdofpstaff.org](mailto:jmurphy@pdofpstaff.org) or 7501 Harrison Street, Forest Park, Illinois 60130.