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#### Board of Commissioners

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### **OPEN POSITION**

**Job Title:** Groundskeeper I.

Department: Parks.

Reports To: Jerome Hill, Superintendent of Parks.

Classification: PRN/Seasonal/Temporary.

Compensation: **\$15-\$16 USD per hour (based on prior work experience & qualifications).**

Availability: 20-30 hours per week. Weekday mornings are required.  
Open availability on weekends is required.  
Some weekday afternoons and evenings are required.

Position(s): Four (4).

Posting Date: 03-28-2025.

Closing Date: 04-25.2025.

**Start Date: 04-07-2025, or later.**

**End Date: 10-03-2025.**

### **Summary**

Under the direction of the Superintendent of Parks, the Groundskeeper is responsible for performing a variety of park & facility labor duties to maintain and/or repair park properties and equipment. Groundskeepers must be able to work independently, or as a team in either small or large groups. They perform work at a moderate, constant pace, but it may vary slightly depending on the demands of the job required. Workers must work safely and professionally around general population/park patrons in public areas.

### **Essential Duties and Responsibilities**

- Operate Park District pick-up truck or other vehicles as assigned.
- Mow Park District green spaces, sports fields, and line marking on sports fields.
- Maintain turf – fertilize, seed, kill weeds.
- Plant and trim trees and shrubs.
- Repair benches, tables, walks, paths trails, buildings and mechanical equipment.
- Remove ice and snow from parking lots, walks, drives and ice rinks.
- Assisting Maintenance Superintendent or Maintenance Foreman with building, roof, door,

window, and electrical or plumbing repairs.

- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Other duties as assigned.

## **Qualifications**

- Must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be at least 16 years of age or older.
- Must have reliable transportation to and from work on a daily basis.

## **Safety and Risk Management**

- Maintain a working knowledge of all general Park District and departmental-specific safety rules.
- Use material-handling equipment or staff assistance when lifting and or moving objects **50 lbs. or greater**.
- Promptly report any work-related or patron injuries to supervisor.
- Attend required safety program and in-service education meetings.
- Correct unsafe conditions and/or report them to supervisor.

**Must be able to use personal protective equipment based on job specific tasks and may include, but is not limited to, the following:**

- Safety goggles/glasses.
- Earplugs, ear covers.
- Appropriate work boot.
- Protective gloves.
- Helmets.
- Respirators.

## **Supervisory Responsibilities**

This job has no supervisory responsibilities.

## **Competencies**

**To perform the job successfully, an individual should demonstrate the following competencies:**

- Safety and Security – Use good safety awareness and judgment, and follow policies; report potentially unsafe conditions; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions, respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; maintain a positive attitude; and be receptive to constructive feedback.

- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Verbal Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.
- Technical Skills – Pursue training and development opportunities; strive to continuously build knowledge and skills; and share expertise with others.

## **Education and/or Experience**

Must have completed at least 2 years of high school.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

## **Mathematical Skills**

Ability to add and subtract two-digit numbers and to multiply and divide with 10s and 100s. Ability to perform these operations using units of weight measurement, volume and distance.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

## **Certificates, Licenses, Registrations**

Maintain a valid Illinois driver's license and the ability to pass a defensive driving course as required.

## **Physical Demands**

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee may be frequently required to climb or balance, and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and smell. The employee must regularly lift and/or move up to 50 pounds and must use assistive mechanical devices or other employees to occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and depth perception.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to outside weather conditions and frequently exposed to moving mechanical parts. The employee is occasionally exposed to gasoline, oils, and cleaning chemicals. The noise level in the work environment is usually moderate. During periods of high-level noise, hearing protection is required.

## **Employee Benefits & Privileges**

- Weekly pay.
- Flexible schedule.
- Free fitness center membership + one (1) additional person.

## **To Apply**

- Submit a completed employment application and updated resume in-person at the Hazel Crest Park District front desk. Employment application can be retrieved from our front desk or downloaded on our website: [www.hazelcrestpark.org](http://www.hazelcrestpark.org) > Employment Opportunities.
- Submit a completed employment application and/or updated resume via email to LaQuita Bell, Executive Secretary, at [LBell@hazelcrestpark.org](mailto:LBell@hazelcrestpark.org).
  - Please put "Groundskeeper application" in the subject line.
  - Please attach both the completed employment application and resume in PDF format.