



2600 171<sup>st</sup> Street  
Hazel Crest, IL 60429  
Telephone (708) 335-1500  
[www.hazelcrestparks.org](http://www.hazelcrestparks.org)

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### **OPEN POSITION**

Job Title: **Groundskeeper (Spring/Summer Season).**  
Department: Parks.  
Classification: Seasonal/Temporary/PRN.  
Reports To: Jerome Hill, Superintendent of Parks.  
Compensation: \$15.00 to \$16.00 USD per hour; depending on qualifications and prior work experience.  
Availability: Must be available to work up to 30 hours per week. Including mostly weekdays, and some evenings, weekends, and holidays.  
Position(s): Four (4).  
Posting Date: 02-23-2026.  
Closing Date: 03-23-2026, or sooner if all positions are filled.  
Start Date: 04-25-2026.  
End Date: 10-02-2026.

### **Summary**

The Groundskeeper is responsible for performing general maintenance and custodial work to ensure that all parks, facilities, and open spaces within the Hazel Crest Park District are clean, safe, and well-maintained.

This position is responsible for the daily upkeep of park grounds, athletic fields, playgrounds, facilities, and public areas. The Groundskeeper plays a key role in creating a positive experience for patrons by maintaining the appearance and safety of the Park District's parks and facilities.

**Essential Duties and Responsibilities** include but are not limited to the following:

- Perform routine park and facility maintenance duties, including mowing, trimming, raking, planting, and litter removal.
- Clean and maintain restrooms, pavilions, playgrounds, and other public use areas.
- Empty trash recycling receptacles throughout park sites and facilities.
- Assist with athletic field preparation and maintenance, including dragging infields, lining fields, and setting up equipment.
- Maintain grounds surrounding recreation buildings, courts, and play areas.
- Water, fertilize, and care for trees and shrubs as directed.
- Assist with seasonal grounds work such as aerating, seeding, and leaf collection.
- Perform cleaning duties inside facilities, such as sweeping, mopping, trash removal, or wiping

down surfaces.

- Assist in setup and breakdown for programs, rentals, and special events.
- Maintain cleanliness and orderliness of maintenance buildings and storage areas.
- Operate small hand tools, lawn mowers, trimmers, and other maintenance equipment safely and efficiently.
- Follow all safety protocols and use appropriate personal protective equipment (PPE).
- Report malfunctioning tools, vehicles, or hazards immediately to the Superintendent of Parks.
- Assist with snow and ice removal as needed during winter conditions, including shoveling and salting walkways.
- Support Park District special events by assisting with setup, cleanup, and logistics.
- Perform other duties as assigned by the Superintendent of Parks.

### **Safety and Risk Management**

- Completes incident/accident report forms and promptly forwards them to the Superintendent of Parks.

### **Supervisory Responsibilities**

- This is a non-management position with no supervisory responsibilities.

### **Availability Requirements**

- Must be available to work a flexible schedule, which may include early mornings, late evenings, weekends, and holidays.

### **Knowledge, Skills, and Abilities**

- Working knowledge of parks, grounds, and facility maintenance practices.
- Ability to safely and effectively operate maintenance vehicles, power tools, and equipment.
- Basic skills in carpentry, plumbing, electrical, painting, and mechanical repair.
- Strong attention to detail, time management, and problem solving skills.
- Ability to read, interpret, and follow written and verbal instructions.
- Strong interpersonal and communication skills with coworkers and the public.
- Ability to perform physical labor under varying weather conditions.
- Commitment to safety, teamwork, and professionalism.

### **Competencies**

To perform the job successfully, an individual should demonstrate

- Safety and Security – Use good safety awareness, judgment and follow policies; reports potentially unsafe conditions; uses equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.

- 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.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and tries new things. Must have ability to deal with people and patrons under stressful situations.
- 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 responds well to questions.
- Organizational Support – Follow policies and procedures.

## **Qualifications**

- To perform this job successfully, an individual 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 maintain a valid IL driver's license.
- Employees assigned to operate Park District vehicles or motorized equipment must:
  - Be at least 18 years of age in accordance with IL law.
  - Meet the Park District insurance eligibility standards, including minimum age requirements as determined by the Park District Risk Management Agency (PDRMA).
  - Possess a valid IL driver's license.
  - Maintain an acceptable motor vehicle record.
  - Successfully complete any required safety training(s).
- Ability to follow directions and work independently or as part of a team.
- Ability to work flexible hours, including early mornings, late evenings, weekends, and holidays as needed.
- Must have reliable transportation to and from work on a daily basis.

## **Education and/or Experience**

- Must have some prior work experience in ground maintenance, landscaping, custodial work, or a related field is preferred.

## **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. Ability to speak effectively before groups of patrons or employees of the Park District.

## **Mathematical Skills**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common

fractions, and decimals. Ability to compute rate, ratio, and percent, and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have some knowledge of basic computer skills and email communications.

### **Certificates, Licenses, Registrations**

- Maintain a valid IL driver's license.
- CPR/First Aid certification required or ability to obtain within 30-60 days of hire.

### **Physical Demands**

The physical demands described here are representative of those that 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 occasionally required to stand, walk and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral 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.

- Exposed to various outside weather conditions including hot temperatures, humidity and cold.
- The noise level in the work environment is usually moderate.

### **Benefits & Employee Privileges**

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

### **Application Process**

Interested candidates should complete an application and submit via email to Jerome Hill, Superintendent of Parks, at [jhill@hazelcrestparks.org](mailto:jhill@hazelcrestparks.org). Please submit all documents in PDF format. Completed applications can also be submitted in-person during regular business hours at the Hazel Crest Park District front desk, located at 2600 171<sup>st</sup> St., Hazel Crest, IL 60429.

### **Deadline to Apply: Monday 03-23-2026.**

The Hazel Crest Park District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, genetic information, or any other protected status under applicable law.

Employment with the Hazel Crest Park District is at-will and may be terminated by either the employee or the Park District at any time, with or without cause or notice, subject to applicable law.