



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

**OPEN POSITION**  
**Maintenance Foreman**  
(Full-Time or Part-Time)

The Hazel Crest Park District is seeking a motivated, dependable, and experienced professional to join our team as our Maintenance Foreman. This position plays a key role in maintaining the safety, cleanliness, and overall appearance of our parks, facilities, and public spaces.

This position is flexible and may be structured either full-time or part-time, depending on the selected candidate's experience, availability, and organizational skills. This role is ideal for someone seeking flexibility, with the opportunity for expanded responsibilities and potential transition into a full-time position.

This is a non-exempt position reporting to the Superintendent of Parks.

**Compensation**

- **Hourly Rate:** \$21.50 – \$25.00 per hour (DOQ – Depending on Qualifications)

**Benefits (Summary)**

Part-time employees are eligible for:

- Flexible scheduling.
- Participation in the Park District's pension plan (IMRF).
- Paid training and professional development opportunities.
- Free fitness center membership, plus one (1) additional person.
- Employee discount on eligible recreation programs.
- One (1) free facility rental per year.

Full-time employees are eligible for:

- Health, dental, vision, and life insurance.
- Participation in the Park District's pension plan (IMRF).
- Paid vacation, sick leave, personal leave, and holidays.
- Paid training and professional development opportunities.
- Free fitness center membership, plus one (1) additional person.
- Employee discount on eligible recreation programs.
- Two (2) free facility rentals per year.

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### **Position Overview**

The Maintenance Foreman performs skilled maintenance and repair work across park grounds, facilities, and equipment. This position also provides day-to-day directions to seasonal and part-time custodians and groundskeepers and assists in coordinating maintenance activities.

This is a working foreman position, meaning the selected candidate will actively perform maintenance duties while supporting operations and guiding assigned staff.

### **Key Responsibilities**

#### **Parks & Grounds Maintenance**

- Maintain park grounds, athletic fields, playgrounds, and open spaces.
- Perform mowing, trimming, landscaping, and seasonal maintenance.
- Prepare and maintain athletic fields and courts.
- Ensure park facilities are clean, safe, and operational.

#### **Facilities & Equipment**

- Perform routine repairs including carpentry, plumbing, painting, and general maintenance.
- Operate and maintain District vehicles and equipment.
- Conduct inspections and report maintenance or safety issues.

#### **Crew Support & Coordination**

- Assist the Superintendent of Parks in implementing daily work assignments.
- Provide directions to seasonal and part-time custodians and groundskeepers on assigned tasks.
- Support work coordination to ensure assignments are completed efficiently.

#### **Safety & Compliance**

- Follow and support enforcement of safety procedures and policies.
- Maintain safe working conditions and use appropriate PPE.
- Assist with identifying hazards and reporting concerns.

#### **Seasonal & Event Support**

- Assist with snow removal operations (plowing, shoveling, salting).
- Support special event setup and teardown.
- Assist recreation staff with program or facility-related needs as required.

#### **Driver Eligibility (PDRMA Compliant)**

This position may require the operation of Park District vehicles.

Employees assigned to driving responsibilities must:

- Meet the Park District's insurance eligibility requirements, as determined by its risk management provider (PDRMA), which may include minimum age and driving history standards.
- Possess a valid Illinois driver's license.
- Maintain an acceptable motor vehicle record (MVR).
- Successfully complete any required driver safety and vehicle operation training.

*Assignment of driving duties is contingent upon meeting all legal and insurance eligibility requirements.*

**Qualifications**

- Must be at least 21 years of age or older.
- High school diploma or equivalent required.
- Minimum of 3 years of experience in park, grounds, or facility maintenance.
- Experience operating maintenance equipment and tools.
- Prior experience providing team leadership or direction preferred.
- Valid Illinois driver's license required.
- CPR, AED, and First Aid certification; or ability to obtain within the first six (6) months.

**Knowledge, Skills & Abilities**

- Knowledge of grounds maintenance, landscaping, and facility repair
- Ability to safely operate maintenance equipment and vehicles
- Basic skills in carpentry, plumbing, electrical, and mechanical repair
- Strong organizational and problem-solving skills
- Ability to lead and support part-time staff
- Ability to work outdoors in all weather conditions

**Schedule & Availability**

- Position may be structured as:
  - Full-Time (up to 40 hours per week) or
  - Part-Time (up to 28 hours per week).
- Must be available for early mornings.
- Must have flexibility for evenings, weekends, and holidays as needed.
- Availability during peak seasonal maintenance periods is required.

**Equal Opportunity Statement**

The Hazel Crest Park District is an Equal Opportunity Employer and complies with all applicable federal, state, and local employment laws. Employment decisions are made without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other protected classification.

**How to Apply**

Submit your application and/or resume via email to:  
Jerome Hill, Superintendent of Parks, at [jhill@hazelcrestparks.org](mailto:jhill@hazelcrestparks.org).

Or

Submit your application and/or resume in-person to:  
Hazel Crest Park District  
2600 171<sup>st</sup> Street  
Hazel Crest, IL 60429

Applications will be accepted until the position is filled.

**Illinois Pay Transparency Compliance Statement**

In accordance with the Illinois Equal Pay Act and applicable pay transparency requirements, the compensation range and general benefits for this position are disclosed above. Final compensation will be determined based on qualifications, experience, and internal equity.