



HAZEL CREST PARK DISTRICT

2600 W. 171st Street Hazel Crest, IL 60429

EXTERNAL JOB POSTING NOTICE

Job Posting #	Position / Status / Grade	Location	Department
19-01-E	Maintenance – Parks and Recreation Department	2600 W. 171 st Street 2701 W. 170 th Street 3000 W. 170 Place	Maintenance Parks & Recreation

The Hazel Crest Park District is Accepting Applications

Posting Date: April 17, 2019

Time: 6:00p.m.

Special Instructions to Applicant:

Review of applications will begin immediately and will continue until the position is filled.

Rate of Pay

To Be Determined

Applications are available at the Administrative Office, Monday – Friday 9:00 a.m. until 5:00 p.m. You may also submit the application along with a cover letter, resume and any certifications to:

Hazel Crest Park District

Executive Director of Parks and Recreation

@ 708-335-1500, Ext. 16 if you have any questions.

Maintenance – Parks and Recreation Department
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JOB TITLE: Maintenance Parks & Recreation
JOB TYPE: Seasonal/Part Time
REPORTS TO:
LOCATION/s: 2600 W. 171st Street, Hazel Crest, Illinois
 2701 W. 170th Street, Hazel Crest, Illinois
 3000 W. 170th Place, Hazel Crest, Illinois

WORKDAYS: Monday thru Sunday (schedules to be determined and are subject to the work demand of the park district). Working on weekends and during special program events is required.

Hours: FLEXIBLE

Rate of Pay: Depends on Qualifications/Experience

NUMBER OF POSITIONS: One (4)



Maintenance – Parks and Recreation Department
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3

OBJECTIVE: To perform a variety of semi-skilled and skilled tasks in the construction, maintenance and/or repair of parks and related facilities.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Receives immediate supervision from Parks Foreman/Supervisor.
2. Directs: Does not supervise any employees.
3. Other: Works closely with Parks /Foreman Supervisor and other employees.

GENERAL STATEMENT OF DUTIES:

This is a non-supervisory position engaged in construction, repair, or maintenance of Hazel Crest Park District parks and facilities.

Duties include operating and directing the operation of various types of heavy equipment, facilitating directives for the care of Districts parks and facilities.

EXAMPLES OF WORK:

1. Operate mowers, tractors, trencher, snow vehicles and equipment;
2. Utilize a variety of hand and power tools in park landscape maintenance work;
3. Assist in routine maintenance of such equipment;
4. Climb and trim trees;
5. Operate a weed eater, mower and loader or other equipment as necessary;
6. Prepare and maintain athletic fields and related facilities;
7. Clean restrooms and pick up litter around parks and medians;
8. Perform a variety of duties in the maintenance and repair of the Districts irrigation system;
9. Water, mow, weed trim, renovate and fertilize lawns;
10. Prune trees and shrubs; plant trees, flowers and shrubs; rake leaves and clean walks, fields, courts and other facilities;
11. Perform unskilled and semi-skilled tasks involving the maintenance, construction and repair of park and recreational facilities;
12. Apply herbicides, fungicides and pesticides safely;
13. Maintain records of fertilizers and chemicals used;
14. Perform manual labor including lifting up to 50 lbs., stooping, bending and twisting;
15. May assist in other sections of the department as necessary; and
16. Perform other such duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of uses and purposes of general construction tools and equipment; safe work practices. Ability to perform unskilled and semi-skilled tasks in a variety of construction and maintenance activities; perform heavy manual labor; learn to operate a variety of construction and maintenance equipment; understand and carry out oral and written directions; establish and maintain effective working relationships with those contacted in the course of work.

ACCEPTABLE EXPERIENCE AND TRAINING: High school graduation or its equivalent.

SPECIAL REQUIREMENTS

Valid state driver's license or ability to obtain one. First Aid and CPR certification preferred.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

All applications will be reviewed and selected for posted positions without regard to race, color, religion, national origin, sex, age, marital status, or disability. We are proud to be EEOC /AA employer M/F/D/V.

Employment is subject to a pre-employment physical & background check. This district is required by state statute (70 ILCS 1205/8-23) to obtain criminal conviction information concerning applicants, and shall perform a criminal background check for applicants for all positions including the position for which you have applied. Conviction of offenses enumerated in subsection © of said statute shall automatically disqualify the applicant from consideration for working for the district. All other convictions shall not automatically disqualify the applicant from consideration, but rather, the conviction will be considered in relationship to the specific job. Applicants are not obligated to disclose sealed or expunged records of conviction.