

# Lan-Oak Park District



## Job Announcement

<b>Job Title:</b>	Park Maintenance	<b>Job Category:</b>	
<b>Department/Group:</b>	Maintenance	<b>Job Code/ Req#:</b>	
<b>Location:</b>	Maintenance Garage 17551 Chicago Avenue	<b>Travel Required:</b>	Minimal - Local
<b>Level/Salary Range:</b>	\$12.00-\$13.50 per hour	<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Michelle M. Havran	<b>Date Posted:</b>	October 10, 2021
<b>Will Train Applicant(s):</b>	Will Train Applicant(s)	<b>Posting Expires:</b>	When Filled

### Applications Accepted By:

#### IN-PERSON, FAX, EMAIL:

708-474-8520 (Fax)  
2550 178<sup>th</sup> Street, Lansing (In-Person)  
[mhavran@lanoakparkdistrict.org](mailto:mhavran@lanoakparkdistrict.org) (Email)

#### MAIL:

Michelle M. Havran  
Lan-Oak Park District  
2550 178<sup>th</sup> Street  
Lansing, Illinois 60438

### Job Description

Under the direct supervision of the Park Foreman and the Superintendent of Parks & Maintenance, the primary duties of the part time maintenance is to perform skilled, unskilled or semiskilled labor in connection with the maintenance and development of parks and all of its facilities. This job has potential to become full-time if the position is available. This position is open to male and female candidates. This position is not a housekeeping position. This position requires skills in lawn care, building repairs and maintenance. You must have experience with these duties to be considered for this position. Part-time positions are eligible for full-time if an opening is available.

### QUALIFICATIONS

- Ability to communicate with the stakeholders, park and facility users and to adequately represent the programs, operations and policies of the Lan-Oak Park District.
- Applicant must be 21 years old to apply for the position.

### SPECIAL REQUIREMENTS

- A valid driver's licenses
- Work hours will be constant for the most part. Weekends are required for certain times of the year. Additional hours maybe required during various times throughout the year and special events.

### ESSENTIAL FUNCTIONS

- Perform all job tasks within the rules and guidelines of the districts safety programs.

- Ability to perform duties in the medium heavy work level, lifting up to at least seventy-five (75) pounds.
- Other physical movements of the job would include but not limited to stooping, climbing ladders, bending, walking on different levels of terrain for extended periods of time.
- Ability to use a variety of hand and power tools. Ability to use a variety of commercial landscaping equipment (i.e. large riding mowers, small riding mowers, front loader and tractor with aerator/seeding attachments).
- Ability to read, write and see the job task being performed and there will be extended periods where standing and or sitting is required.

**ENVIRONMENTAL CONSIDERTIONS**

- The employee will be exposed to weather conditions, including extreme heat, cold, snow and ice.
- Activities performed indoors the part time laborers will be exposed to normal building environment situation, i.e. lighting, temperature, etc.
- The employee will also be exposed to various chemicals, i.e. fertilizer, weed killer, pool chemicals, cleaning agents and fuels.

**DUTIES**

- Responsible for performing a variety of tasks in grounds maintenance, beautification, building maintenance and repairs to maintain the parks and facilities in a safe and clean condition.
- Carries out assigned duties as they relate to the general and specific maintenance, construction and development of areas and facilities as noted above, which includes raking and collection of leaves, paper and rubbish: shoveling and removing of snow: mowing parks with a hand or small power mower.
- Implement Lan-Oak Park District rules and personnel policies.
- Implement all facility and park safety procedures and guidelines.
- Performs other duties as may be assigned by the Superintendent of Parks & Maintenance.

**EDUCATION AND EXPERIENCE**

- High school diploma or G.E.D. equivalent