

Lan-Oak Park District



Job Title:	Park Maintenance	Start Date:	May 1, 2021
Department/Group:	Maintenance	End Date:	September 1, 2021
Location:	Maintenance Garage 17551 Chicago Avenue	Travel Required:	Minimal - Local
Level/Salary Range:	\$11.00 / hour	Position Type:	Seasonal
HR Contact:	Michelle M. Havran	Date posted:	March 30, 2021
Will Train Applicant(s):	Yes	Posting Expires:	When filled

Applications Accepted By:

IN-PERSON, FAX or E-MAIL:

(708)474-8520 (Fax)
2550 178th Street, Lansing (In-Person)
mhavran@lanoakparkdistrict.org

Mail:

Michelle M. Havran
Lan-Oak Park District
2550 178th Street
Lansing, IL 60438

Job Description

Under the direct supervision of the Park Foreman and the Superintendent of Parks & Maintenance, the primary duties of seasonal park maintenance is to perform skilled, unskilled or semi-skilled labor in connection with the maintenance and development of parks and park district facilities.

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.

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 for 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.
- Ability to use a variety of hand and power tools.
- 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

- Part time maintenance will be exposed to weather conditions, including extreme heat, cold, and rain.
- Activities performed indoors will be exposed to normal building environment situation, i.e. lighting, temperature, etc.

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- Seasonal maintenance 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: 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