

# Lan-Oak Park District



<b>Job Title:</b>	Seasonal Park Laborer	<b>Start Date:</b>	May 1, 2025
<b>Department/Group:</b>	Maintenance	<b>End Date:</b>	September 1, 2025
<b>Location:</b>	Maintenance Garage 17551 Chicago Avenue	<b>Travel Required:</b>	Minimal - Local
<b>Level/Salary Range:</b>	\$13.00 – Under 18 yrs \$15.00 0 – 18 or older	<b>Position Type:</b>	Seasonal
<b>HR Contact:</b>	Michelle M. Havran	<b>Date posted:</b>	February 27, 2025
<b>Will Train Applicant(s):</b>	Yes	<b>Posting Expires:</b>	When filled
<b>Applications Accepted By:</b>			
<b>IN-PERSON, FAX or E-MAIL:</b> (708)418-0942 (Fax) 2550 178 <sup>th</sup> Street, Lansing (In-Person) mhavran@lanoakparkdistrict.org		<b>Mail:</b> Michelle M. Havran Lan-Oak Park District 2550 178 <sup>th</sup> Street Lansing, IL 60438	
<b>Job Description</b>			
<p>Under the direct supervision of the Park Foreman and the Superintendent of Parks &amp; Maintenance, the primary duties of seasonal park maintenance is to perform unskilled or semi-skilled labor in connection with the maintenance and development of parks and park district facilities.</p> <p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Applicant must be 18 years or older to apply for position.</li> </ul> <p><b>SPECIAL REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• A valid driver's licenses if applicable.</li> <li>• Work hours will be constant for the most part. Weekends are required. Additional hours maybe required for special events.</li> </ul> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Perform all job tasks within the rules and guidelines of the district's safety programs.</li> <li>• Ability to perform duties in the medium heavy work level, lifting up to at least fifty (50) pounds.</li> <li>• Other physical movements of the job would include but not limited to stooping, climbing ladders, bending, walking on different levels of terrain.</li> <li>• Ability to use a variety of hand and power tools.</li> <li>• Ability to read, write and see the job task being performed and there will be extended periods where standing and or sitting is required.</li> </ul> <p><b>ENVIRONMENTAL CONSIDERTIONS</b></p> <ul style="list-style-type: none"> <li>• Seasonal Park Laborer will be exposed to weather conditions, including extreme heat, cold, and rain.</li> </ul>			

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- Activities performed indoors will be exposed to normal building environment situation, i.e. lighting, temperature, etc.
- 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