

---

# Maintenance Worker

---

## Job Description

Under general supervision the Maintenance Worker is responsible for routine maintenance of the Park District, Sanctuary Golf Course and/or related properties.

## Qualifications

Must be able to perform routine maintenance, gardening, landscaping, clean-up and unskilled manual work. Knowledge of the basic operation, tools and terms used in the maintenance fields, as well as the proper use and care of hand and power tools. Must have 3 years (6 seasons) experience in facilities or property maintenance, be at least 18 years of age, and have a valid Illinois Drivers License (Class B CDL, helpful).

## Pre-requisite:

- Cognitive skills to follow both written and verbal directions
- Good record keeping skills
- Manual labor; moderate to heavy lifting
- Able to walk long distances (8-10 miles in one day)
- Ability to work in diverse climate and environment
- Available to work weekends, holidays, flexible start/end times and occasional over time

## Primary Responsibilities

This person's duties shall include, but not be limited to:

### 1. Parks:

- Landscaping, irrigation, planting and installation of sod/seed/trees/erosion blankets
- Assist with athletic fields-set ups and maintenance
- Assist with playground maintenance
- Cleaning and minor repairs to all sites
- Turf care and maintenance

### 2. Equipment:

- Operate and monitor approved trucks and/or equipment (including trailer)
- Fuel trucks, tractors, gas cans, etc.
- Operate a variety of hand tools and small equipment
- Maintain turf-using push/riding mowers and string trimmers
- Cleaning of vehicles, equipment, pavilions and building areas

### 3. Facilities:

- Performs routine and comprehensive custodial maintenance of assigned facilities
- Vacuums, spot cleans carpets and furniture; washes windows
- Removes trash in accordance with established procedures
- Cleans and disinfects restrooms and child care areas; stocks facilities with paper and supplies
- Reports and responds to emergency calls for custodial assistance
- Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for various events and programs
- Replaces a variety of light bulbs and lighting accessories
- Assists with and performs floor stripping and waxing
- Performs preventative maintenance in and around facilities
- Bartender's Assistant or Bar Back for banquets or special events, keeps area tidy and well stocked, remove trash, mop/clean spills
- Minor grounds keeping duties

## Secondary Responsibilities

1. May serve as back up between departments