
Custodial Maintenance Laborer

Job Description

Under the general supervision of the Custodial Maintenance Supervisor, the Custodial Maintenance Laborer is responsible for the care and maintenance of Park District and related facilities. Must be able to assist the Custodial Maintenance Supervisor or lead a crew when necessary for projects or special events.

Qualifications

Required to perform custodial and maintenance duties in and around Park District and its related facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements set-up and take-down for a variety of events and programs; ability to communicate effectively, works closely with employees and public to meet the custodial needs of the area; and resolves problems to ensure efficient and safe operations. Must be skilled in operating light equipment and power tools, perform semi-skilled landscaping care tasks, and be able to apply techniques and use the tools of one or more of these categories: carpentry, plumbing, masonry, electrical work, small equipment repair or welding. Must be at least 18 years old, have a high school diploma or the equivalent and a valid Illinois Driver's License. This position also requires CPR, AED and First Aid certification.

Pre-requisite:

- Cognitive skills to follow both written and verbal directions
- Ability to perform physical or manual work
- Manual labor; light to moderate lifting
- 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. Buildings:

- 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, keep area tidy and well stocked, remove trash, mop/clean spills

2. High Use Areas:

- Landscaping, irrigation and planting of annuals and perennials in flower beds and pots
- Cleaning and maintenance of all assigned sites
- Identifies and resolves safety issues immediately, whenever possible

3. Equipment:

- Operates, monitors and evaluates assigned trucks and equipment
- Cleaning and minor repairs and/or adjustments of assigned equipment

4. Budget:

- Assists with supply inventory monitoring
- Purchases and/or transportation of pre-approved products or equipment

Custodial Maintenance Laborer *(continued)*

5. Staff Supervision/Training:

- Assists with the supervision and training of part-time employees
- Assists with daily plan by providing staff with work direction
- Promotes safety, use of appropriate gear and follows sound practices to help ensure the safety of staff and facilities patrons

Secondary Responsibilities

1. May serve as lead worker in the absence of the Custodial Maintenance Supervisor