



POSITION DESCRIPTION BENCHMARK

Position Title: Park Maintenance Specialist

Department: 3900

Supervisor: Regional Parks Building & Grounds Manager

Job Content:

1. Position Summary:
(Overall purpose of this position)
 - Perform a wide range of building and grounds maintenance functions to assure the maintenance and safety of Park facilities and grounds.
2. Essential duties and responsibilities which must be performed in order to carry out the position purpose summarized above:
(The following description is a general representation of the key duties and responsibilities of this position. Other duties may be assigned, as required.)
 - A. Perform building and grounds related maintenance including basic electrical, HVAC, plumbing, carpentry and janitorial.
 - B. Maintain park buildings and amenities including shelters, restrooms, parking lots, roadways, trails, playgrounds and other structures; including snow and ice control.
 - C. Perform landscape preparation and maintenance duties including turf care, tree care and maintenance of plant beds.
 - D. Assist with trail maintenance and construction activities; assist with storm damaged tree removal and hazardous tree removal as required.
 - E. Assist with buildings and landscaping improvements and upgrades;
 - F. Assist with care and enhancements of natural or wildlife areas.
 - G. Complete required inspections, record keeping and documentation as directed by Supervisor.
 - H. Operate and maintain equipment: perform preventative maintenance and make basic repairs.
 - I. Assure compliance with all related safety regulations.
 - J. All other duties as assigned by Supervisor.

Qualifications:

3A. Specific knowledge, training or skills required to perform the duties of this position. Specific concepts, courses, training programs or required certifications:

(To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- In-depth maintenance and mechanical skills.
- In-depth Landscaping skills and basic tree removal techniques.
- Demonstrated proficiency in maintenance specialty areas: ability to perform and/or learn basic carpentry, plumbing, painting, masonry and electrical (basic).
- Broad understanding of the Park District with general knowledge of flora, fauna and wildlife of the area.
- Ability to operate various types of landscape equipment, basic tree felling equipment, power tools, tractors, mowers, trail vehicles and skid loaders in compliance with relevant safety practices.
- Basic reading, writing, math and computer skills.
- Excellent problem solving and troubleshooting skills.
- Ability to obtain pesticide applicators license and CDL if required.
- Must have valid drivers' license with good record to be insurable by Lake Metroparks auto insurance.

3B. Essential Physical Demands and Working Environment:

(The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- While performing the duties of this job, the employee is regularly required to stand, walk, talk and hear. The employee frequently is required to use hands to finger, handle or feel and is required to reach with hands and arms. The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds and may occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- While performing the duties of this job, the employee is regularly exposed to extreme outside weather conditions including temperature, humid and wet; and fumes or airborne particles.

3C. Previous experience that is *necessary* background to qualify for this position:

- Moderate level of broad maintenance experience.