

Oak Brook Park District Job Description

Job Title: Park Technician
Classification: Full-Time, Non-Exempt
Department: Parks

SUMMARY:

The Park Technician is responsible for performing athletic field preparation, maintenance and repair, assisting with landscape projects on the Park District grounds, and assisting with in-house construction, maintenance and repair of all the Park District buildings, facilities, and equipment.

SUPERVISORY:

The Park Technician reports directly to the Superintendent of Parks.

ESSENTIAL JOB DUTIES:

- Communicate with the Superintendent of Parks regularly on Park District matters.
- Communicate with the Athletic Recreation Manager regularly to ensure athletic fields are in playable condition for scheduled field rentals.
- Perform athletic field and landscape maintenance operations for the Park District. This includes, but not limited to:
 - Athletic Field Maintenance: baseball fields, soccer fields, basketball courts, tennis courts, shall be maintained to a high level of excellence. Install and maintain necessary apparatus according to field's programmed use, such as marking lines, moving and anchoring soccer goals, installing ballfield bases, wind screens and nets.
 - Turf Maintenance: mowing, irrigation, fertilizing, seeding, weed control, and removal of garbage and refuse materials.
 - Landscape Maintenance: soil grading and preparation, tree plantings, tree trimming, tree spraying, tree watering, applying mulch to tree rings and planting beds, weeding, and flower bed planting and maintenance.
 - Construction: installation of park/playground equipment, park benches, park signage.
 - Winter Maintenance: snow removal from parking lots and sidewalks.
- Inspect parks, playgrounds, and recreation areas for hazards and unsafe conditions and make necessary repairs or modifications, and document such repairs.
- Maintain and repair picnic tables, fences, benches, trash cans, walkways, playground equipment and other park items, using tools such as saws, drills, and hand tools.
- Assist with any equipment repairs for the Park District. This includes Parks Department tools and equipment, as well as facility and programming equipment
- Assist with Recreation Department requests for construction, installation, and repair of special event materials.
- Set up and break down recreational facilities for routine use or special events; provide general assistance to event coordinators.
- Demonstrate exceptional customer service skills in all communications.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, promptly reporting accidents/incidents, and proactively addressing hazards in the workplace.

MARGINAL FUNCTIONS:

- Attend Park District meetings as required.
- Assist the Recreation Department with special event programs.
- Set up and/or breakdown programming space as required by facility and recreational staff. This includes, but not limited to, lifting and arranging chairs and tables, and moving supplies.
- Perform other duties as assigned.
- Ability to communicate effectively with fellow staff members.
- Ability to use an online work order software.

PSYCHOLOGICAL REQUIREMENTS:

- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Perform duties that require physical manual labor.
- Drive motorized vehicle to travel to different locations.
- Perform duties that require being exposed to the elements outdoors.
- Perform lifting tasks up to 50 pounds.
- Utilize Personal Protective Equipment (PPE) as required.

HOURS:

The Park Maintenance Technician is an hourly, full-time position working 40 hours a week. The scheduled hours for this position for November – March are Monday - Friday, 7:00 am to 3:30 pm, including a 30-minute unpaid lunch. The scheduled hours from April – October are Tuesday – Saturday when athletic games and tournaments are scheduled on Saturdays. Hour may be subject to change at the discretion of the Superintendent of Parks. Evening and weekend hours may be required to assist the Park District with special events or other projects as required.

EDUCATION, EXPERIENCE AND TRAINING:

- High school graduate. Minimum 1 year experience in landscape maintenance with preference given to those with a Park and Recreation background.
- Valid Illinois State Driver's License is required.
- Good physical condition with sufficient strength to lift and hold 50 pounds.
- CPR/AED/First Aid Certification is required within the first year of employment. Training will be provided by the Park District.
- In-depth Confined Space training is required at time of hire with retraining every two years.

The Oak Brook Park District is an Equal Opportunity Employer.