

Oak Brook Park District Job Description

Job Title: Park Maintenance Laborer - Seasonal
Classification: Part Time, Non-Exempt
Department: Parks and Planning

SUMMARY:

The Park Maintenance Laborer-Seasonal is responsible for assisting the full time park maintenance staff with the landscaping operations of the the Park District grounds and assisting the Parks staff with the in-house construction trades maintenance and care of all the Park District buildings, facilities, and equipment.

SUPERVISORY:

The Park Maintenance Laborer-Seasonal reports directly to a designated full time park maintenance employee. The Park Maintenance Laborer-Seasonal may also report directly to the Director of Parks and Planning.

ESSENTIAL JOB DUTIES:

- Communicate with the Director of Parks and Planning regularly on Park District matters.
- Perform landscape maintenance operations for the Park District. This includes, but not limited to:
 - a) Athletic Field Maintenance: baseball ball diamond infields, soccer fields, football fields, basketball courts, tennis courts, and installation and maintenance of necessary apparatus of each field use.
 - b) Landscape Maintenance: soil grading and preparation, tree plantings, tree trimming, tree watering, mulch bed maintenance, and flower bed maintenance.
- Assist Recreation Department requests for set-up, construction, and repair of special event props.
- Demonstrate exceptional customer services skills in all communications.
- 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.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook.

MARGINAL FUNCTIONS:

- 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

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 Laborer-Seasonal is an hourly part-time position. Evening and weekend hours may be required to assist the District with Special Events.

EDUCATION, EXPERIENCE AND TRAINING:

- Must be at least 16 years of age and in good physical condition with sufficient strength to lift and carry 50 pounds.
- Valid Illinois State Drivers License (Class D)

The Oak Brook Park District is an Equal Opportunity Employer