

TITLE: Park Maintenance Worker – Edwardsville Township

GENERAL STATEMENT OF DUTIES:

Performs a variety of unskilled and semi-skilled tasks in the maintenance and operation of parks, open spaces, grounds, turf and related facilities.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Mows and maintains park and open space areas; mows lawns; weeds; cleans and maintains courts and appearances, maintains and assists in repair of park facilities.
- Inspects, washes, and performs routine maintenance of drinking fountains and restrooms.
- Sweeps, washes, paints, and repairs outdoor tables and slabs.
- Performs minor unskilled or semi-skilled maintenance of open space structures such as restrooms, shelters, maintenance sheds, etc. by performing custodial, maintenance, painting, plumbing, carpentry, and other unskilled and semi-skilled trades work.
- Performs routine maintenance on lawn and power equipment.
- This position is expected to work regular evenings and weekends.
- Plants lawns, trees, shrubs, and flowers when approved by Township Supervisor.
- Operates tractors, mowers, trucks, steam cleaners, buffers, washers, and other listed equipment as needed.
- Maintains current skills and knowledge in the proper and safe techniques of building and grounds maintenance functions.
- Collects and disposes of solid waste from buildings and grounds; picks up litter from premises.
- Opens and closes, locks and unlocks facilities as needed when directed to perform such duties.
- Assists in setting up and taking down equipment for various functions and programs, prepares facilities for program use.
- Installs and maintains goal posts and nets for sports facilities, such as soccer, volleyball, baseball, softball, and tennis.
- Keeps records of equipment maintenance.
- Performs other duties assigned by Manager or Supervisor
- Residents of the Township may receive preferential consideration for employment, if all other qualifications are equal.

PERIPHERAL DUTIES

Performs custodial work such as required and assigned, including: change light bulbs and fluorescent tubes; sweep floors; vacuum carpets; mop; buff non-carpeted areas; dump garbage and reline cans with liners; clean and sanitize restrooms and replenish supplies; sweep; empty ash cans; clean spills; clean drinking fountains, mirrors, tables, walls, fixtures, blinds, light fixtures, etc.; dust furniture; wash windows, walls, metal and woodwork; clean rain gutters; sweep roofs.

Assists in maintenance of the Township Office.

SUPERVISION RECEIVED:

Works under immediate supervision of Park Manager and under overall supervision of Township Supervisor.

SUPERVISION PROVIDED:

None

MINIMUM QUALIFICATIONS:

Education and Experience:

Any combination of education and experience which demonstrates the knowledge and experience to perform the work.

Necessary Knowledge, Skills and Abilities:

- (A) Some knowledge of equipment, materials and supplies used in building and grounds maintenance.
- (B) Some knowledge of equipment and supplies used to do minor repairs.
- (C) Some knowledge of first aid and applicable safety precautions.
- (D) Skill in operation of listed tools and equipment.
- (E) Ability to work independently and to complete daily activities according to work schedule.
- (F) Ability to lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.
- (G) Ability to communicate orally and in writing.
- (H) Ability to deal with park users in a professional and non-confrontational manner.
- (I) Ability to use equipment and tools properly and safely.
- (J) Ability to understand, follow, and transmit written and oral instructions.
- (K) Ability to establish effective working relationships with employees, supervisors, and the public.

SPECIAL REQUIREMENTS

Valid state driver's license.

TOOLS AND EQUIPMENT USED

Pickup truck; lawn and landscaping equipment, including tractors, mowers, chainsaw, edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems; miscellaneous hand and power tools for turf maintenance, carpentry, painting, plumbing, electrical, and cement finishing work; janitorial equipment including floor buffers, steam cleaner, carpet cleaners, washers, vacuums, mops, brooms, and dusting equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. 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 reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions.

The employee frequently works in high, precarious places and is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is usually loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

This description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing the duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

COMPENSATION

This position is paid at \$15/hr. This is a seasonal position that works generally from March to October of a given year. This position is covered by the Paid Leave For All Workers Act that accrues 1 hour PTO for every 40 hours worked. There are no other benefits offered.

Effective 2/22/2024