Job Title:	**Maintenance Parks Seasonal**
Department:	**Parks and Planning**
Classification:	**Part-Time, Non-Exempt**
Salary Range:	**Hourly**
IMRF Position:	**No**

POSITION FOCUS

Under the general direction of the Parks Manager and/or Horticulture Manager the Parks Maintenance is responsible for seasonal maintenance and cleanup of outdoor spaces.

SUPERVISORY RELATIONSHIPS

Reports directly to the Parks Manager and or Horticulture Manager and indirectly to the Crew Leader.
Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Perform mowing maintenance practices including use of tractors, zero turn, and walk behind machines as well as hand equipment.
2. Perform forestry maintenance practices such as tree planting, pruning, maintenance, and removal.
3. General landscape tasks including leaf clean up and raking, mulching, weed control, planting and watering.
4. Maintenance of athletic fields, trails and pathways.
5. Preparation of athletic fields including striping, raking and general maintenance.
6. Clean up and removal of debris and refuse.
7. Other duties as assigned and requested.

SECONDARY RESPONSIBLITIES

1. Attend safety and required agency training as deemed necessary.
2. Wear appropriate safety attire and personal protective equipment.
3. Participates as a team member to assist and improve the overall services.
4. Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
5. Exhibits regular and punctual attendance. Notifies supervisor a minimum of 48hrs of a shift schedule change.
6. Maintains a neat and orderly work environment.
7. Conducts self in accordance with District policies and procedures.

EDUCATION, EXPERIENCE, AND TRAINING

- Minimum 18 years of age
- Must have valid class “D” driver’s license
- Park maintenance and/or Landscape experience preferred

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment physical and drug screen.

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HOURS AND ENVIROMENTAL CONSIDERATIONS (includes Physical Demands)

- Hours are 6:30am- 3:00pm, Monday to Friday, forty (40) hours per week. Up to 600 hours annually.
    - Additional hours may be required to meet deadlines or for District events.
- General work area is outdoors and includes frequent exposure to natural and potentially extreme weather conditions.
- Frequently moves items weighing 50lbs or more
- Frequently handling, reaching, and traversing various environments
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- May potentially traverse on all types of uneven surfaces including, but not limited to, mud, snow, and ice. Maneuvering on uneven ground, in trenches and adverse conditions.
- The ability to identify and observe large and small details in various visual ranges.
- Maneuvering on uneven ground, in trenches and adverse conditions
- Standing for sustained periods of time while completing work
- Capacity to work in high stress environment under multiple deadlines and with frequent interruptions.
- Ability to work extra hours to accomplish and complete high volume of work. These additional hours could include night and weekend shifts.
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures.
- Exposure to cleaning materials and pesticides.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

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Assistant Superintendent/
Superintendent Name: _____

Assistant Superintendent/
Superintendent Signature: _____ Date: _____

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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____