



Job Title: Trades Specialist
Department: Parks and Planning
Classification: Full-Time, Non-Exempt
Salary Range: 8
IMRF Position: Yes

POSITION FOCUS

Under the general direction of the Trades Manager, the Trades Specialist is responsible for performance of construction, maintenance and repair activities to Park District owned assets to meet the department's goals and objectives.

SUPERVISORY RELATIONSHIPS

Reports directly to the Trades Manager and indirectly to the Superintendent of Trades.
Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Directly responsible to the Trade Manager in carrying out park maintenance duties.
2. Continually strives to improve and make suggestions for improvement. Often works out the details and implementation with little or no guidance from the supervisor.
3. Conduct general building maintenance such as repairing roofs, doors, windows, cleaning, advanced electrical and plumbing repairs, maintaining the HVAC system at advanced level.
4. Removal of snow from Park District sidewalks, pathways and drives.
5. Complete of wiring, lighting, running pipe, fusing power installations (motors and pumps included) and service installation along with experience in the use of basic tools and test instruments in electrical work at advance level.
6. Interpret and work from sketches, drawings and blueprints.
7. Install and repair all new and existing doors and hardware.
8. Remodel existing park structures at advanced level.
9. Complete construction of storage space, cabinets, and shelves at advanced level.
10. Make advanced repairs in all special facilities as directed.
11. Perform both inside and outside construction work as assigned at high level.
12. Responsible for planning, installation and maintenance all exterior lighting facilities: baseball fields, tennis courts, pools, parking lots and make minor adjustments and repairs.
13. Perform plumbing, HVAC, boiler repairs as assigned at advanced level.
14. Complete work safely within confined spaces and the ability to perform non-entry rescue.
15. Open, close and maintain swimming pools as assigned at advanced level.
16. Additional job duties as assigned, which may be considered essential.

SECONDARY RESPONSIBILITIES

1. Lead division staff in the absence of Trades Manager.
2. Assist with Park District special events.



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3. Attend professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education.
4. Develop and maintain positive relationships with neighboring governmental agencies and their staff.
5. Follow all Federal, State, District and departmental safety and risk management, policies, procedures, ordinances and regulations.
6. May be required to respond to emergencies
7. Maintain a neat and orderly work environment.
8. Regular and punctual attendance.

EDUCATION, EXPERIENCE, AND TRAINING

- High school graduate/GED or equivalent with three (3) to five (5) years of working experience in the construction and maintenance trades.
- Valid Illinois Class "D" Driver's License.
- Pool Operator Certification with in six (6) months of employment.
- Required EPA 608 Universal Certification.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.

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.
- Understanding of Confined Spaces; entrant requirements and non-entry rescue procedures.
- Good knowledge of pertinent safety precautions and risk management procedures.
- Ability to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.
- Ability to work independently under general direction of the Trades Manager.
- Capacity to proactively troubleshoot, problem solve and make sound judgments.
- Ability to maintain self-control and composure in difficult situations.
- Excellent verbal and written communication skills.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, forty (40) hours per week.
 - Additional hours may be required to meet deadlines or for District events.
 - Additional hours may include night and weekend shifts.
- General work area includes frequent exposure to natural and potentially extreme weather conditions while on work sites.



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- May potentially walk on all types of uneven surfaces including, but not limited to, mud, snow, and ice. Maneuvering on uneven ground, in trenches, and adverse conditions.
- Frequently moves items weighing 50 lbs. or more.
- Frequently handling, reaching, and traversing various environments.
- Standing for sustained periods of time while completing work.
- Exposure to various types of chemicals (i.e., pesticides, cleaning solutions, solvents, pool chemicals, paints, fertilizers, petroleum products, etc.)
- Exposure to noise distractions from employees or equipment operation in adjacent work areas.
- Infrequent exposure to cleaning materials and office supplies.
- 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.
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures.
- Ability to work on ladders/scaffolding and man lifts for an extended period.
- Exposure to electrical hazards.
- The ability to identify and observe large and small details in various visual ranges.

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.



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SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Director Name: _____

Superintendent/
Director 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 recognize 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: _____