

# **DARIEN PARK DISTRICT**

## **Job Description**

### **I. JOB TITLE**

*Seasonal Park Grounds Maintenance*

### **II. JOB SUMMARY**

Under the direction and supervision of the Parks Foreman, the Seasonal Park Grounds Maintenance employee must be sufficiently skilled to perform a wide variety of maintenance tasks without supervision. Must be able at times to supervise some part-time staff. This is an at-will position.

### **III. QUALIFICATIONS**

Must be at least 16 years old and have a valid Illinois Driver's License. Must be able to work flexible hours during summer season.

### **IV. DUTIES AND RESPONSIBILITIES**

#### **A. Essential Functions**

1. Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.
2. Remove all garbage from all playing fields and park areas.
3. Mowing and trimming of all athletic fields and other turf areas weekly during the growing season, using tractors and hand mowers and trimmers.
4. Ability to help layout, striping, and maintaining soccer, softball, and baseball
5. Landscaping work – planting and trimming trees, shrubs, and flowers, maintains landscape beds.
6. Repair damaged recreational items in field such as tennis court nets, basketball courts, soccer goals, and shelters.
7. Maintain bathrooms and locker rooms within District facilities in a sanitary condition.
8. Maintain indoor park facility flooring and carpeting.
9. Report all unsafe conditions to Parks Foreman.

#### **B. Marginal Functions**

1. Perform other duties and requirements as assigned.
2. It is the responsibility of every employee to observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
3. The District encourages its employees to “take ownership” of the District. As such, it shall be the responsibility of all Park District employees to pick up litter throughout the buildings, grounds, and facilities of the District.

**V. PSYCHOLOGICAL CONSIDERATIONS**

1. Ability to be flexible and adaptable to new situations.
2. Ability to analyze situations and make sound decisions.
3. Should be self-motivated to accomplish Park District goals and objectives.
4. Should accept the responsibility to be punctual and practice good attendance.
5. Capable of communicating and working with all levels of park district staff.
6. Ability to accept constructive criticism and/or supervision.
7. Should be able to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff, volunteers and external customers.

**VI. JOB ANALYSIS/PHYSICAL DEMANDS**

1. Bending, kneeling, and reaching items off floor and high shelves.
2. Lift and move bags of material, such as concrete mix up to 50 pounds.
3. Climbing ladders and reaching to perform work, such as changing light bulbs or painting.
4. Lifting and twisting with loads for long periods of time, as when digging holes or shoveling stone, or dirt.
5. Walking and bending for sustained periods of time, as when picking up litter.
6. Sitting for sustained periods of time with repeated jarring, as when operating a tractor.

7. Repeated hand and arm movements for extended periods of time, as when mopping, sweeping, hammering, sawing, etc.

**VII. ENVIRONMENTAL CONSIDERATIONS**

1. Employee's general work area maybe indoors in a smoke-free environment with controlled temperature and fluorescent lighting.
2. Employee may be required to work outside during various weather conditions including rain and mud, and extremely hot and cold temperatures.
3. Employee may be exposed to noise distractions from employees or equipment operation in adjacent work areas.

**VIII. COGNITIVE CONSIDERATIONS**

1. Employee must be able to follow directions and communicate in English both verbally and in writing.
2. Employee must have the ability to read and understand materials printed in English.
3. Employee must be able to represent the Darien Park District in a professional manner.
4. Employee must use good safety awareness and judgment in all aspects of this position.

**XI. SAFETY RESPONSIBILITIES**

1. Maintains a working knowledge of all general and departmental-specific safety rules
2. Immediately reports all accidents and unsafe conditions to the supervisor.
3. Cooperates and assists in the investigation of accidents.
4. Attends all required safety program and in-service education meetings
5. Treats public complaints and concerns with the utmost attention. Is courteous in all cases
6. Pays strict attention to housekeeping of the work area(s) and general facilities.