

Village of Orland Park

Position Description

Learn more about this position at:
<https://www.orlandpark.org/i-want-to/apply-for-a-job>



POSITION SUMMARY:

The Village of Orland Park's Natural Resources & Facilities division seeks an enthusiastic, hardworking, team oriented, experienced maintenance professional to join our team as a full-time Maintenance Worker I. The Village of Orland Park provides and maintains 60 village parks, over 30 miles of trails, 139 athletic fields/courts, and approximately 300 acres of open space acquired through the Village Open Lands of Orland Park program. This equals over 600 acres of park space to meet the needs of residents and visitors of all ages and a variety of interests.

Under general supervision, this position is responsible for performing varied skilled and semi-skilled duties in maintenance and construction relative to Village-owned properties, natural resources and equipment including, but not limited to building maintenance, HVAC maintenance, aquatic facility maintenance, forestry, landscaping, horticulture, playground maintenance, and general parks maintenance. Work involves performance of duties of routine difficulty and is reviewed by the Operations Manager of the Natural Resources and Facilities Division of the Public Work Department. Under certain conditions, this position may be required to perform duties of maintenance personnel in other classifications.

In addition, this position responds to work orders and internal requests for service in a prompt and professional manner, demonstrating continuous effort to improve operations, streamline work processes, and works cooperatively and jointly to provide quality, seamless service. Providing a high level of responsiveness and resident inquiries and complaints is a key role of this position.

This position operates light and heavy-duty motor vehicle equipment and tools including, but not limited to, pickup and dump trucks, backhoe, bobcat, front-end loader, tractors, field grooming equipment, roller, sod cutter, compressors, concrete saws, chainsaws, generators, pumps and aerial lifts in a safe and responsible manner.

Performance of general maintenance duties including but not limited to installation, measuring, grading and repair of concrete work; rough carpentry, demo, light plumbing and electrical repairs; environmental control of all Village properties and special event support/set up is essential.

Ordering parts, equipment, material and supplies as required; picking up, transporting and delivering goods and equipment, as well using various technology to track work status and prepare forms and time audits are also duties of this position.

This position is required to perform all tasks safely with proper utilization of personal protective equipment (P.P.E). Training new and existing staff in current work methods to ensure conformance with accepted standards and performing other duties as assigned or as may be required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Regular and consistent attendance is required for this position.
2. Responds to work orders and internal requests for service in a prompt and professional manner, demonstrating continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality, seamless service. Provides a high level of responsiveness to resident inquiries and complaints. Advises residents of Village policies.
3. Performs building maintenance tasks associated with Village facilities. Performs maintenance on HVAC equipment and other building systems, including preventative maintenance tasks.
4. Performs forestry maintenance tasks associated with Village natural resources. Inspects, trims, removes and installs trees and shrubs; including stumping grinding and turf restoration.
5. Performs maintenance tasks associated with Village parks and playgrounds. Inspects, repairs, and maintains parks, playground equipment, fences, tables, benches, pavilions, and shade structures.

6. Performs general maintenance tasks associated with the Centennial Park Aquatic Center.
7. Performs landscaping functions including, but not limited to grading, seeding, sod restoration/installation, planting, pruning, fertilization, and aeration.
8. Perform other general maintenance duties including but not limited to installation, measuring, grading and repair of concrete work; performs rough carpentry, demo and light plumbing and electrical repairs; and environmental control of all Village properties, special event support/set up.
9. Operates light and heavy-duty motor vehicle equipment and tools including, but not limited to, pickup and dump trucks, backhoe, bobcat, front-end loader, tractors, field grooming equipment, roller, sod cutter, compressors, concrete saws, chainsaws, generators, pumps and aerial lifts in a safe and responsible manner.
10. Performs snow and ice removal operations.
11. Loads, unloads and hauls materials, clears work sites of debris, and performs routine equipment maintenance.
12. Requisitions parts, equipment, material and supplies as required; picks up, transports and delivers goods and equipment.
13. Enters and tracks work status in Excel spreadsheets, Word documents, and other software using a computer, phone or tablet. Prepares required forms and time audits.
14. Performs all tasks safely with proper utilization of Personal Protective Equipment (P.P.E).
15. Trains new and existing staff in current work methods to ensure conformance with accepted standards.
16. Performs other duties as assigned or as may be required.

SUPERVISION RECEIVED:

General supervision received from the Operations Manager of the Natural Resources and Facilities Division of the Public Work Department.

MANAGERIAL/SUPERVISORY RESPONSIBILITIES:

Under the general administrative direction of the Operations Manager, the Maintenance Worker I may lead a crew in the performance of duties.

POSITION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education: Requires a High School Diploma or G.E.D. Certificate

Experience: Minimum one to three (1-3) years related experience within a Parks, Forestry, Facilities and/or Aquatic Facility environment or other closely related experience. Prior experience with building maintenance, HVAC systems, horticulture/forestry and/or parks/playground maintenance is highly preferred. Previous landscape or construction experience preferred along with experience and skill in the use of hand tools and in the operation of gasoline and electric powered tools and equipment is also preferred. Knowledge of construction techniques is also preferred.

Ability to:

- Establish and maintain effective working relationships with others along with ability to maintain tact and composure in stressful situations; work within time constraints, follow verbal and written instruction, learn and follow department policies, procedures, rules and regulations, and make decisions in accordance with established policies.
- Establish priorities for own workload based upon such factors as need for immediate action, work objective, work schedule, knowledge of future needs, etc.
- Communicate orally with staff, contractors, outside organizations and the public in face-to-face, one-on-one settings, in group settings or using a telephone.
- Work independently in the field or shop with limited supervision.
- Must be able to lead others on a specific job.
- Train and evaluate staff as assigned.
- Review or check the work product of others for conformance standards.
- Comprehend and make inferences from written material.
- Ability to prepare routine reports and ability to make accurate arithmetic computations; read, write legibly, speak and understand business English.

CERTIFICATIONS, LICENSES, REGISTRATIONS:

Class "A" Commercial Driver's License with air brake, trailer and tanker endorsements is required within 6 months. Formal HVAC/Building Maintenance training, Certified Playground Safety Inspector (CPSI), ISA Certified Arborist and/or Certified Pool Operator (CPO) certifications are preferred.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires the ability to perform manual tasks requiring physical strength and endurance. The employee is required to frequently walk, run, crawl, perform overhead work, bend, stoop, kneel, stand, sit, twist, squat, climb, use heavy or vibrating tools, and work at a computer. While performing the duties of this job the employee is required to continuously drive. Must be able to lift and carry fifty pounds, and push or pull up to one hundred pounds. The position will be required to occasionally use a respirator.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the duties of this position. The employee regularly works outside and is frequently exposed to wet, hot, cold, and/or humid conditions. The employee frequently is exposed to mechanical moving parts as well as various agents and compounds, some of which could give off fumes. The employee is occasionally exposed to vibration or risk of electrical shock. In the Parks office facilities, the noise level is usually quiet to moderate. The noise level is moderate to loud in the field.

Hours: For non-winter months (April 1st through November 30), hours for the position would be Monday - Friday 6:00am-2:00pm. Winter months (December 1st through March 31st), hours are 2:00pm-10:00pm. Must be available for call outs when necessary.

Maintenance Worker I
Natural Resources and Facilities Division of the Public Work Department

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Pay range: Between \$25.26 and \$37.85 per hour (\$52,535.97 and \$78,725.91 annually) based on qualifications and work experience. This full-time position is eligible for the Village of Orland Park which offers a comprehensive employee benefits program which includes medical, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan through Nationwide is also available. The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.