

## Vermilion County Conservation District

### Position Description

Position: Park Maintenance I, Full-time

**Position Summary:** The Park Maintenance I position is responsible for working with Vermilion County Conservation District (VCCD) staff in maintaining the VCCD properties, facilities, vehicles, and equipment. The Park Maintenance I position description is intended to describe the general content and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

**Work Location:** The primary work location will be Kennekuk County Park. Work at other VCCD properties will be required as needed. Primary work location is subject to change without notice to best serve the operations of the VCCD.

#### **Qualifications:**

- High School Diploma or GED Certificate.
- Valid Illinois Driver's License
- Pass pre-employment background check
- Pass pre-employment drug screen
- Pass pre-employment physical
- Ability to obtain an Illinois Pesticide Applicators License within 1 year
- Ability to keep tools and equipment in safe working order with some preventative maintenance and troubleshooting experience.
- General knowledge of routine maintenance and repairs of vehicles, equipment, and buildings.
- Basic understanding of carpentry and janitorial functions.
- Familiar with commonly used computer programs, e.g., Word, Outlook, Excel.

**Compensation:** \$42,500 annual salary. Vacation, sick time, comp time, and holidays. Health insurance and Enrollment in the Illinois Municipal Retirement Fund.

#### **Essential Functions:** Under the Direction of the Park Superintendent

- Perform Cleaning of facilities for public use such as: Picnic areas, pavilions, restrooms, charcoal grills, fire rings, and refuse cans.
- Perform grounds maintenance such as: mowing, trimming, raking, seeding, planting, mulching, watering, and snow removal.
- Operate and maintain a variety of vehicles, equipment and tools after proper training and instruction; including but not limited to: Trucks, trailers, utility vehicles, tractors, mowers, skid steers, string trimmers, chainsaws, and power tools.
- Inspect facilities, vehicles, equipment, and tools to ensure safe use and operation.

- Use proper safety procedure and equipment to maintain safe working environments for staff and public users.
- Informs immediate supervisor of any unsafe working conditions or equipment.
- Maintain a satisfactory working relationship with fellow employees and the public.
- Work weekend and holiday rotation.
- Occasionally work evenings and special events.
- Ability to learn and understand VCCD rules, regulations, and district information.
- Perform job functions of Park Superintendent in their absence.
- Any other duties as assigned.

### **Physical Functions:**

- Lift and carry 50 pounds.
- Continual walking, standing, stooping, leaning, and bending over for extended periods of time.
- Physical dexterity and fine motor skills to operate vehicles, machinery, and equipment.

### **Working Conditions:**

- Work outside under all types of weather conditions.
- Work in conditions of biting and stinging insects.
- Work in conditions with the possible exposure to minor cuts and burns.
- Work with proper PPE
- Work in conditions with possible exposure to allergens, pollen, poisonous plants such as poison ivy, hemlock, sumac, etc.
- Work in exposure to direct sunlight for long periods of time.
- Work in the dark.
- Work in conditions that may place you in close proximity or contact with wildlife.

### **Specific Skills:**

- Knowledge of the structure and content of the English language, rules of composition and grammar.
- Communicate to others to convey information effectively.
- Reading comprehension; understand writing in work related documents.
- Communication effectively in writing.
- Engage in active listening.
- Ability to contact employees and public by phone, email, and text.
- Organize, plan, and prioritize work assignments.
- Work without direct supervision.
- Comprehend directions and implement them.
- Use good safety awareness and judgement.
- Remain calm and keep composure in high stress situations and emergencies.

Equal Opportunity Employer

