

Bourbonnais Township Park District Job Description

Position Title:	Facility Maintenance Custodian				
Department:	Parks & Grounds	GL Code:	001-18-5002		
Reports to:	Parks & Grounds Manager				
Supervises:	n/a				
Classification:	Part-time	FLSA:	Hourly	Starting Range:	\$14-\$16
Approved:	12/15/17	Revised:	02/29/24	Board Approved:	n/a *per BP 3-009

Position Description:

The Facility Maintenance Custodian is responsible for the overall indoor maintenance of Exploration Station...a children's museum, the Perry Farm House and other park facilities as they develop and may require working nights and or weekends. The Maintenance Custodian is responsible for the overall indoor maintenance of the Recreation Station, the Exploration Station...a children's museum, the Perry Farm House, outdoor restroom structure, and other park facilities as they develop. Position requires ability to work days, evenings on weekends as needed.

Qualifications:

The position requires a high school diploma with experience related to facility maintenance operations. The position requires a minimum of two (2) years full-time related building maintenance or custodial experience. Knowledge and skill in one (1) or more of the following trades is desirable: Carpentry, Electrical, Plumbing, or HVAC.

Skills needed to be demonstrated:

- Strong attention to detail
- Comprehensive knowledge of daily operations of department and park district
- Excellent problem-solving skills and organizational skills
- Strong positive attitude, ability to multi-task and good time management skills
- To work independently and take initiative
- Demonstrate understanding and commitment to the BTPD mission and goals
- Communicate effectively with all customers both external and internal
- Ability to maintain confidential information

Responsibilities and Duties will include the following:

Administration

- Implement appropriate park operations procedures in accordance with District policy related to area of responsibility
- Communicate operation specifics to facility manager according to requirements; communicate matters of importance to facility manager in a timely manner

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- Complete assigned projects and tasks in a timely manner
- Assist with implementation of scheduled program events
- Cooperate with and provide assistance to all District staff and perform dependent responsibilities as a team member; work effectively in cross-over tasks or group projects

Customer Service:

- Implement customer service procedures as applicable to the maintenance operations; recommend additional procedures as necessary

Public Relations:

- Implement public relations procedures as applicable to District operations; recommend additional procedures as necessary
- Maintain effective internal and external public relations with staff, customers, volunteers, vendors, other agencies, and the community

Safety and Risk Management:

- Support and maintain all PDRMA policies regarding park district operations
- Assist with the implementation of safety and risk management procedures as applicable to the operations of the park district as needed
- Assure that all cleaning supplies being used are non-toxic to children and adults.
- Be certified in CPR, AED, and First Aid

Financial Management:

- Implement financial management procedures as applicable to the maintenance operations; recommend additional procedures as necessary.
- Purchase supplies in accordance with District policy and procedures

Perry Farm House Facility Management:

- Implement facility custodial maintenance management procedures as applicable to the interior Perry Farm House operations; recommend additional procedures as necessary

Children's Museum Facility Management:

- Implement facility custodial maintenance management procedures as applicable to the interior Children's Museum operations; recommend additional procedures as necessary

Physical Considerations:

- Must be able to lift objects less than fifty-one (51) pounds
- Must be able to be seated or stand for extended periods throughout the workday
- Must be able to manipulate telephones, computer keyboards, and technical equipment for extended periods throughout the workday

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- Must be able to drive District vehicles and operate mechanized machinery (valid Illinois Driver's license)
- Must be able to climb and use ladders thirty-two (32) feet or less in height as required

Environmental Considerations:

- Exposure to mechanized power equipment and machinery using safety precautions as required.
- Exposure to hazardous chemicals using safety precautions as required.
- Exposure to animals.
- Must be able to tolerate exposure to outdoor climatic and temperature conditions and variations (heat, cold, sun, wind, precipitation, and humidity)
- Must be able to tolerate exposure to indoor climatic and temperature conditions and changes (heat, air conditioning)

Mental/Cognitive Considerations

- Must be able to communicate effectively in verbal situations such as using the telephone, in personal conversations with staff and other persons, and in small and large group meetings
- Must be able to effectively adjust to stressful situations such as the handling of disgruntled, dissatisfied, and/or irate customers, and the handling of continual questioning & explanations,
- Must be able to effectively give and receive verbal and written directions

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This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description to meet changing circumstances; emergencies, priority assignments, changes in personnel, workload, technological developments, etc.

CERTIFICATION

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations” The District may amend this position’s description from time to time at their discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the District shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____