



## ARLINGTON HEIGHTS PARK DISTRICT

### JOB DESCRIPTION: GENERAL PARK OPERATIONS

**DEPARTMENT:** Parks and Planning

**FLSA CLASSIFICATION:** Full-time Non-exempt

#### **POSITION FOCUS**

Responsible for performing a variety of daily, cyclical, and routine skilled grounds and facility maintenance functions

#### **SUPERVISORY RELATIONSHIPS**

- Reports to the Operations Supervisor
- May supervise a crew as directed

#### **ESSENTIAL JOB DUTIES (depending on assignment)**

- Mows, fertilizes, aerates, grades, seeds, sods, waters, rakes, and performs routine maintenance of park grounds.
- Performs all required tasks to construct, prepare, and maintain ball diamonds and athletic fields; lays out, chalks/lines, grades, cuts lips, installs bases, installs drainage, sods, waters, top dresses, fertilizes, aerates, installs goals, and performs routine maintenance.
- Polices grounds and picks up and removes trash and debris
- Operates trucks, mowers, sod cutters, chain saws, hand, and power tools, and all other maintenance and safety-sensitive mechanical equipment
- Operates Park District maintenance vehicles and equipment as properly licensed
- Prepares beds, plants trees, shrubs, and other plant material, trims, prunes, mulches, waters, weeds, stakes, fertilizes, rakes, shovels, digs, backfills and levels soil to complete and maintain grounds and horticultural projects
- Applies pesticide products to Park District grounds and/or horticultural areas (with proper licensing)
- Creates, maintains, and updates fertilizer and herbicide application records
- Follows written and verbal planting and site construction plans
- Assists with Installation, inspections, and repairs of playground equipment
- Maintains playground areas, equipment, and safety surface
- Performs routine maintenance on landscaping equipment, mowing equipment, and other equipment
- Assists in construction projects, including timber and border installation, excavation, drainage installation, structure installation, site furniture assembly and installation, brick paver installation, pavement repair, and concrete pouring and finishing
- Assists with the installation of benches, tables, signs, fencing, pavement, bleachers, lockers, backboards and other site amenities
- Loads, unloads, and delivers equipment and supplies, as needed
- Plows, shovels, snow blows, broom, and salts to remove ice and snow
- Constructs and maintains outdoor ice rinks
- Paints interior and exterior buildings, picnic tables, trash cans, bleachers, poles, and other park amenities
- Cleans floors, windows, walls, carpets, and other areas of Park District buildings
- Performs ground set-ups and clean-ups and removes refuse from buildings and sites
- Cleans, adjusts, and maintains tools and equipment
- Cleans work site when projects are completed
- Attends work regularly
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Perform required inspections, and documents, and correct safety issues found.
- Maintains a clean and organized work environment
- Submits a daily log of completed work to immediate supervisor or Administrative Assistant
- Perform all other duties as assigned

## **SECONDARY JOB DUTIES**

- Sets up and removes tents, displays, and other equipment at various special events sites
- Repairs and adjusts equipment, mounts seasonal accessories, and mixes 2-cycle fuel
- Purchases supplies, as needed
- Indirect supervision for part time employees
- Provide guidance and mentorship to full time team members as needed
- Serves as building custodian, as needed
- Submits reports to the Operations Supervisor as requested

## **REQUIRED KNOWLEDGE**

- Good knowledge of a variety of semi-skilled maintenance and manual tasks involved in the general upkeep and development of park grounds and facilities
- Good knowledge and skills in the use and maintenance of hand tools and grounds equipment

## **REQUIRED COMPETENCIES**

- Capacity to safely operate a variety of maintenance equipment and machinery
- Ability to clean, make adjustments, and perform routine maintenance on equipment
- Capacity to safely dispose of various chemicals
- Ability to work from blueprints, sketches and drawings
- Ability to maintain positive and effective working relationships with supervisors and coworkers
- Ability to work around the general public and park patrons in public areas
- Capacity to utilize effective time management skills to complete assigned work
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to follow through on projects from beginning to end without immediate supervision
- Capacity to lead crews, solve problems, and make project-related decisions
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing and to read and understand printed materials
- Capacity to perform basic mathematical computations including measuring, calculating, and estimating
- Ability to measure with and read rulers and other measuring devices
- Strong knowledge of pertinent safety precautions
- Ability to pass the Park District's Defensive Driving training within two (2) weeks of employment, to drive Park District vehicles
- Ability to pass CPR and AED Certification within six (6) months of employment

## **HOURS**

- Sunday through Saturday, 40 hours a week, with work hours designated by the Director of Parks and Planning
- Overtime, night, weekend, and holiday work hours, as required
- Nights or other modified shifts are required during the winter season
- Employee is considered to be on duty whenever the need exists

## **EDUCATION, EXPERIENCE AND TRAINING**

- Associate's Degree, OR any equivalent combination of education, and experience.
- Minimum of five (5) years experience in athletic field preparations and maintenance, Or any equivalent combination of education, experience, and training
- Possesses or can obtain IDA Public Pesticide Operators License within six (6) months of employment
- Valid Class C driver's license requirement within six (6) months of employment
- One (1) or more of the certifications or licenses from the list of electives below:
  - Certified Playground Safety Inspector (CPSI)
  - IDA Public Pesticide Applicators License

**PHYSICAL DEMANDS AND ENVIRONMENTAL REQUIREMENTS**

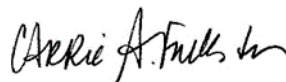
- Frequent and sustained sitting, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, and repetitive motions.
- Heavy work, lifting up to 75 pounds frequently with assistance, 50 pounds frequently without assistance, and up to 25 pounds without assistance constantly
- General work area is outdoors, with frequent exposure to natural and potentially extreme weather conditions while performing job duties
- Exposure to chemicals such as fertilizers, pesticides, cleaning solutions, solvents, petroleum products, etc.
- Exposure to mud, dirt, dust, and decaying organic material
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
  - Ear plugs or ear covers
  - Safety goggles, glasses or face shield
  - Protective footwear, OSHA approved
  - Protective gloves
  - Rubber boots
  - Hard hat
  - Painting and spraying respirator
  - Back brace
  - Knee pads
  - Protective suit or outerwear
  - Chain saw chaps
  - CPR barrier such as mask or mouthpiece
  - Non-latex gloves

*This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.*

Board Approved – 6/25/84

Revision Approved – 4/26/88, 8/1/90, 3/24/98, 6/30/04, 8/27/10, 11/1/13, 1/30/15, 3/26/21, 3/3/26

Reviewed – 3/23/06, 9/10/08, 5/30/24



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Executive Director