



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: GENERAL TRADES - CARPENTRY

DEPARTMENT: Parks and Planning

FLSA CLASSIFICATION: Full-time Non-exempt

POSITION FOCUS

Responsible for performing a variety of skilled trade work with a primary focus on carpentry and construction work. Responsible for assisting with other trade-related tasks including general maintenance and repair projects.

SUPERVISORY RELATIONSHIPS

- Accountable to the Operations Supervisor – Trades

ESSENTIAL JOB DUTIES

- Performs rough and finish carpentry work in the alteration, repair, remodeling, maintenance, and construction of buildings and equipment these duties include but are not limited to, roofing, wall and floor tile, doors and door hardware, locks, cabinets, windows, accessories, partitions, fixtures, framing, drywall, sign making, display fabrication, emergency board-up and all tasks necessary for preparation and completion of the work
- Performs miscellaneous painting duties including, but not limited to, interior and exterior plastering, painting, staining, and performing all tasks necessary for preparation and completion of the work
- Performs site improvements such as playground construction, borders, bleachers, and fencing
- Performs concrete work duties including, but not limited to, forming, pouring, and finishing, brick paver installation, assembly and installation of benches, tables, sign standards, and other site furniture, and masonry construction and repairs in Park District buildings
- Provides guidance to less skilled staff members
- Drives and operates all Park District vehicles, lifts, specialized service equipment, and small engine-powered equipment
- Attends work regularly
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment, cleans work site when projects are completed
- Additional functions and duties as assigned which may be considered essential
- Submits reports to the Operations Supervisor as requested

SECONDARY JOB DUTIES

- Sets up and removes displays and transports equipment to various special events sites
- Purchases supplies, as needed with prior approval from leadership
- Plows, shovels, snow blows, broom, and salts to remove ice and snow
- Assists the HVAC Specialist with HVAC projects, maintenance and repairs
- Assists the Electrician with projects, maintenance, and repairs to electrical systems
- Assists the Plumbing Specialist with plumbing projects, maintenance and repairs
- Assists the Pool Specialist with pool projects, maintenance and repairs
- Oversees contractors as assigned
- Performs welding and fabrication such as arc and gas welding, cutting, brazing, and soldering; and using machinist tools such as drills, saws, grinders, sanders, lathes, and mills
- Assists the Mechanic in the repair and preventative maintenance of light, medium, and heavy-duty vehicles and trucks, landscape vehicles, construction tractors, and golf carts

REQUIRED KNOWLEDGE & COMPETENCIES

- Good knowledge of the standard practices of the general trades, including automotive/fleet, building, electrical, plumbing, painting, HVAC, fabrication, carpentry, and construction
- Good knowledge and skills in the use and maintenance of hand tools, power tools, and equipment
- Good knowledge of pertinent safety precautions
- Ability to estimate project time and select and acquire the appropriate materials required for projects
- Capacity to safely operate a variety of maintenance equipment and machinery
- Ability to clean, calibrate, make adjustments, and perform routine maintenance on equipment
- Capacity to safely use and dispose of various chemicals
- Ability to interpret and work from written instructions, manuals, 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 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 to follow through from beginning to end without immediate supervision to complete tasks and projects
- Ability to perform basic mathematical computations including measuring, calculating, estimating, and capacity to measure with and read rulers and other measuring devices
- Ability to pass the Park District's Defensive Driving training, to drive to various Park District locations

EDUCATION, EXPERIENCE AND TRAINING

- High school graduate or G.E.D. with experience in one or more building or shop trades
- Minimum of one to two years experience in one or more building or shop trades
- Or, any equivalent combination of education, experience, and training
- Valid Illinois Class C "Non-CDL" Driver's license within nine months of hire
- CPR and AED Certification required within six months of employment

HOURS

- Hours are generally Monday-Friday 6:30 am- 3:00 pm, 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 for a rotating on-call schedule
- Employee is considered to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL REQUIREMENTS

- 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 to 75 pounds frequently with assistance, 50 pounds frequently without assistance, and up to 20 pounds without assistance constantly
- Ability to climb and work on ladders, scaffolding, and other raised surfaces
- General work area is outdoors, with frequent exposure to natural and potentially extreme weather conditions while performing job duties
- Ability to work in confined spaces and follow all required protocol
- Exposure to chemicals such as fertilizers, pesticides, chlorine, acid, 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 barriers such as masks or mouthpieces
- Non-latex gloves

This job description is intended to describe the general content of and requirements 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 – 6/24/84

Revision Approved – 4/26/88, 8/1/90, 3/24/98, 8/5/04, 11/2/07, 8/27/10, 11/1/13, 7/12/21, 8/12/22, 3/10/26

Reviewed – 2/5/01, 3/23/06, 9/10/08, 03/08/24

A handwritten signature in black ink, appearing to read "Carrie A. Fulk", followed by a stylized flourish.

Executive Director