



JOB TITLE: Maintenance/Custodian

FLSA CLASSIFICATION: Part-Time Employee

DEPARTMENT: Maintenance

IMMEDIATE SUPERVISOR: Maintenance Manager

POSITION FOCUS:

Under the daily guidance of the Maintenance Manager, the Maintenance-Custodian position is responsible for performing the routine work involved in maintaining the parks and facilities. Maintenance-Custodian performs both indoor and outdoor activities. Outdoor environmental conditions will include but are not limited to heat, humidity, rain, etc. Maintenance Custodian will be exposed to pesticides, exhaust fumes, chemicals, dust, dirt, insect bites and loud noises. The Maintenance Custodian must be able to deal with multiple situations at the same time, while recognizing priorities of the department and the district. Maintenance Custodian is required to wear long sleeve shirts, pants, and work boots at all times while working.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the general direct supervision and training of the Maintenance Manager, perform basic maintenance activities as follows:
 - litter pickup, garbage pickup, and recycling activities
 - cleaning and maintenance of park shelters, restrooms, and assigned buildings.
 - park maintenance (i.e., clean up and debris removal, mulching)
 - park maintenance at assigned parks (i.e., grass cutting, weed whacking, and edging)
 - maintenance of ball fields and tennis courts
- Demonstrate and support Park District customer service standards.
- Follow district and department safety, personnel, and administrative policies, procedures, and ordinances.
- Perform miscellaneous job-related duties as assigned.
- Ability to do minor preventative maintenance measures on all facilities, fleet, and equipment.
- Must be able to pass the OSHA 40-hour training as required by law.

QUALIFICATIONS:

- Current First Aid/CPR certification or ability to attend mandatory training.
- Must be 21 years or older to operate park vehicles with valid Driving License
- Ability to work within a team structure.
- Ability to maintain self-control and composure in difficult situations.
- Endure physical components of frequent sitting, walking, reaching, and can be on your feet for extended periods of time. As well as being able to lift 50 lbs. (assistance is required when lifting less than 50 lbs.), occasional climbing, balancing, stooping, kneeling, and crouching.
- Employees may perform duties which include, but are not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.

EDUCATION AND EXPERIENCE:

- Have or obtaining, a high school diploma or G.E.D. equivalent.
- First Aid Certification and CPR Certification (Preferred)
- Understanding of indoor and outdoor maintenance and landscaping
- Driver's abstract record in good standing



HOURS:

The Maintenance Custodian is a part-time position with flexible hours between 20 to 25 per week. Availability for the evening and weekend shift is required.

Dolton Park District is an equal opportunity employer. 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.