Parks & Grounds Laborer - Seasonal:

The Bourbonnais Township Park District is seeking to fill the seasonal position of Parks & Grounds Laborer. The Parks & Grounds Laborer is responsible for assisting with the overall maintenance and daily operation of District parks and facilities including facility structures, grounds, paths, roadways, maintaining all tools, vehicles, equipment and supplies. Hours will vary and may include working nights and or weekends. Applicants must be able to pass a criminal background check, a physical and a drug screen.

Please send resume with cover letter and references to:
BTPD 459 N. Kennedy Dr., Bourbonnais, IL 60914
or e-mail PDFs to Applicants@BTPD.org
no phone calls please

Bourbonnais Township Park District
Job Description

Position Title:	Parks Laborer I Seasonal				
Department:	Parks & Grounds			GL Code:	122-14-5002
Reports to:	Parks & Grounds Manager				
Supervises:					
Classification:	Seasonal	FLSA:	Hourly	Starting Range:	$12.00 - $15.00
Approved :	12/15/17	Revised:	02/28/22	Next Increase:	$1/hour Jan 2023

Position Description
The Parks & Grounds Laborer Seasonal is responsible for assisting with the overall maintenance and daily operation of District parks and facilities on a seasonal (less than 26 consecutive weeks) basis including facility structures, grounds, paths, roadways, maintaining all tools, vehicles, equipment and supplies to maintain grounds, facility structures and site amenities.

Qualifications
This position requires advancement towards or completion of a high school education or equivalent (GED) and some experience or training in landscaping, lawn maintenance or related field. Must be at least 16 years of age and have a valid Illinois driver's license.

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; recommend additional procedures as necessary
- Communicate operation specifics to Parks & Grounds Manager or Facility Maintenance Custodian according to requirements; communicate matters of importance to Parks & Grounds Manager or Facility Maintenance Custodian in a timely manner
- Complete assigned projects and tasks
- Assist with implementation of scheduled park activities, program events and picnic rentals including set-up and takedown of tents and tables
- Cooperate with and provide assistance to all District staff and perform dependent responsibilities as a team member; work effectively in crossover tasks or group projects

Customer Service

- Implement customer service procedures as applicable to the park operations; recommend additional procedures as necessary.
- Courteously answer questions or make proper direction of requested information and/or concerns relating to District operations
- Provide courteous and friendly attention to all persons entering District facilities

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
- Attend safety and risk management procedures as applicable to the park operations; recommend additional procedures as necessary in accordance with PDRMA recommendations
- Attend safety and risk management training program within department operation
- Implement and utilize personal protective equipment according to manufacturer's instructions and according to District guidelines and requirements
- Be certified in CPR, AED, and be trained in general safety and First Aid

Park Grounds and Facility Management

- Implement park grounds and facility management procedures as applicable to park operations; recommend additional procedures as necessary.
- Assist in the implementation of grounds mowing and trimming along with a routine turf preventative maintenance program.
- Assist in the implementation of roadways & trails preventative maintenance program.
- Assist in the preparation and implementation of capital improvements and construction projects including but not limited to the installation, repair, and maintenance of site amenities and others.
- Assist in the implementation and maintenance of landscaping plans, including but not limited to the planting pruning, watering and weeding of trees, shrubs, flowers or other plant material.
- Assist in the implementation of general building facility maintenance including but not limited to painting and cleaning.
- Assist in the implementation of litter and garbage removal from parks to designated areas.

Perry Farm Animals Management

- Assist in the implementation of caring for farm animals as directed by the Parks & Grounds Manager, including the feeding and watering of animals and cleaning of cages or pens.

Fleet Management

- Implement the fleet maintenance management system for assigned District vehicles, machinery and mechanized equipment according to procedures.
- Maintain accurate records of assigned fleet operations.
- Determine and implement, where possible, maintenance and repair of District vehicles and machinery.

Physical Considerations

- Must be able to lift objects less than fifty (50) pounds
- Must be able to be seated or stand for extended periods throughout the workday
- Must be able to legally drive District vehicles and operate them safely according

Environmental Considerations

- 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)
- Must be able to tolerate exposure to heavy equipment and machinery using safety precautions as needed
- Must be able to tolerate exposure to hazardous chemicals using safety precautions as needed
- Must be able to tolerate exposure to farm animals using safety precautions as needed

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

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:	___/___/_____