



## WOOD DALE PARK DISTRICT

### Position Description

<b>Job Title</b>	Park Laborer
<b>Department</b>	Parks and Facilities Department
<b>Employment Status</b>	Full Time
<b>Exempt/Non-Exempt Status</b>	Non-Exempt

#### Position Summary

The Park Laborer is responsible for the maintenance and improvements to the parks and facilities and the execution of standard procedures. The position requires planning to ensure work group activities and others are performed according to established procedures and standards within the district.

#### Work Location

Reports to the Wood Dale Park District Maintenance Garage, 100 E. Montrose, Wood Dale, IL 60191, daily. Will work at the Beach Aquatic Facility, the Recreation Complex, Salt Creek Golf Club and various Park sites as job and daily duties dictate.

#### Contact with Others

Position involves everyday internal and external contacts, acting as a public relations agent for the Department.

#### Essential Job Functions

- Performs the maintenance of turf areas including mowing, trimming, aerating, seeding, and fertilizing and weed control.
- Performs landscape maintenance including watering, weeding, mulching, planting of annuals, perennials, trees and shrubs. Tree pruning and shrub trimming.
- Communicates to the Parks and Facilities Foreman any problems, irregularities or daily activities that may have an impact on the operation of the department or safety of park and facility patrons.
- Perform and supervise the care of athletic fields including, grooming, grading, rolling and line marking.
- Perform and document the snow removal and salting of the lots and pathways.
- Removes trash and refuse from parks and playgrounds.
- Assist with the installation of playground equipment.
- Perform the maintenance of playground equipment to include safety inspections and playground repair.
- Perform general building tasks including custodial, plumbing, electrical, mechanical, and carpentry.
- Perform vehicle and equipment repairs and preventative maintenance.
- Perform and document monthly inspections including; vehicles, playgrounds and sports fields.

- Employee at times will be expected to work evenings and weekends for snow removal, special events, or in emergencies, etc.
- Perform other duties and functions as directed.
- Follows and encourages safe work practices and adhere to the District's safety and loss prevention policies and procedures.
- Provides routine training on safety, health and loss control policies and procedures to from those under his/her sphere of influence and ensure compliance.
- Follows and encourages safe work practices and participates in risk management activities and trainings.

### Other Job Functions

- Maintain positive and cooperation with park district staff, the public and facility patrons.
- Perform the job in compliance with Park District policies.
- Demonstrate and support the Park District's mission statement, vision statement and values.
- Serve on various district committees and/or task forces as assigned.
- Assist with and/or attend park district special events.

### Special Requirements

- High School graduate or equivalent.
- Must have and maintain a valid Illinois Driver's License. Must secure a class C License with in first six months of hire.
- Must of 18 years old.
- Must be capable of acquiring and maintaining a Pesticide Operators license within the first six months of hire.
- Ability to communicate clearly both verbally and in writing.
- CPR/AED/first aid is required within first three months of hire.
- Ability to operate Park District vehicles and equipment including lawn mowers, trimmers, blowers, chainsaws, power tools, etc.

### Working Conditions

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Requires lifting heavy objects weighing up to 50 pounds.
- Requires strenuous and physical activity, including but not limited to lifting, climbing, walking, kneeling, crouching, crawling, bending, sitting, prolonged standing, and prolonged visual concentration.
- General work areas outdoors with frequent exposure to natural and potentially extreme weather conditions.
- General work indoors with frequent exposure to dirt, dust fumes, exposure to chemicals such as chlorine, acids, pesticides, fertilizers, cleaning solutions, petroleum products, etc.
- Personal protective clothing is required as it pertains to a particular job duty and may include earplugs, helmets, respirators, safety goggles/glasses, chaps, steel toe boots, and protective gloves.

- Exposure to noise distractions from employees, patrons or equipment operation.