Laborer I - Full Time

Norridge Park District

Contact Name: Mike Kunavich
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Closing Date:
Salary: $21 - $24 per hour depending on qualifications

Description:
POSITION SUMMARY
The Laborer I is responsible for performing a variety of skilled and general maintenance duties to support the safe, efficient, and attractive operation of Norridge Park District parks, grounds, facilities, and equipment.

This position performs routine and preventative maintenance, landscaping, construction, repairs, snow and ice removal, and other tasks necessary to maintain District properties and recreational facilities.

The Laborer I works under the general direction of the Superintendent of Parks and is expected to demonstrate initiative, dependability, sound judgment, and a commitment to maintaining high standards of safety, cleanliness, and customer service.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Grounds and Landscape Maintenance

1. Performs routine grounds maintenance, including mowing, trimming, edging, pruning, planting, watering, leaf removal, and general landscape upkeep.
2. Maintains athletic fields, playgrounds, walking paths, parking lots, and other outdoor recreational areas.
3. Assists with seasonal landscape improvements, planting projects, and grounds preparation for District programs and special events.
4. Performs snow and ice removal from sidewalks, parking lots, entrances, and other District properties using appropriate equipment.

Facility Maintenance and Repairs

1. Performs general maintenance, repairs, and improvements to District buildings, facilities, and grounds.
2. Assists with basic plumbing, electrical, carpentry, painting, and other building maintenance activities within the employee's training and qualifications.

3. Assists with the installation, maintenance, and repair of underground piping, drainage systems, and irrigation components.
4. Performs routine inspections of facilities and grounds to identify maintenance needs, safety hazards, and necessary repairs.
5. Assists with seasonal preparation, maintenance, and closing of the District's outdoor swimming pool and related facilities, as assigned.

Equipment Operation and Maintenance

1. Safely operates and maintains equipment, machinery, vehicles, and power tools, including mowers, tractors, snow removal equipment, chainsaws, trimmers, saws, and other maintenance equipment.
2. Performs routine preventative maintenance, inspections, cleaning, and minor repairs of District equipment and tools.
3. Reports equipment malfunctions, unsafe conditions, and repair needs to the Superintendent of Parks.
4. Maintains tools, equipment, vehicles, and work areas in a clean, safe, and organized condition.

General Operations and Safety

1. Assists with construction, renovation, installation, and improvement projects throughout District properties.
2. Supports District programs, special events, and recreational activities through facility preparation, equipment setup, and cleanup.
3. Follows established safety procedures and properly uses personal protective equipment.
4. Responds to weather-related emergencies, snow removal operations, and other maintenance needs outside regularly scheduled hours, as required.
5. Works cooperatively with Parks Department personnel and other District departments to complete assigned projects.
6. May provide work direction and assistance to part-time or seasonal maintenance employees as assigned.
7. Performs other duties as assigned by the Superintendent of Parks.

MINIMUM QUALIFICATIONS
Education and Experience

- High school diploma or equivalent required.
- Minimum of four (4) years of relevant experience in grounds maintenance, landscaping, construction, public works, facility maintenance, or a related field preferred.
- An equivalent combination of education, training, and practical experience demonstrating the required knowledge and abilities will be considered.
- Experience maintaining parks, recreational facilities, athletic fields, or municipal properties is desirable.

Licenses and Certifications

- Valid Illinois driver's license required.
- Ability to obtain additional job-related licenses or certifications as required by the District.
- Experience operating tractors, commercial mowing equipment, snow removal equipment, and other maintenance machinery preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Working knowledge of general grounds keeping, landscaping, construction, and facility maintenance practices.
- Ability to safely operate hand tools, power tools, machinery, and maintenance equipment.

- Basic understanding of plumbing, electrical, carpentry, mechanical systems, and preventative maintenance.
- Ability to identify maintenance concerns and perform repairs within established safety guidelines.
- Ability to understand and follow written and verbal instructions.
- Strong organizational and time-management skills, with the ability to prioritize and complete multiple assignments.
- Ability to work independently and cooperatively as part of a team.
- Ability to exercise sound judgment, demonstrate initiative, and respond appropriately to changing work priorities.
- Ability to communicate effectively with supervisors, coworkers, and members of the public.
- Ability to provide work direction to part-time and seasonal employees when assigned.
- Dependable, punctual, self-motivated, and committed to maintaining a professional appearance and positive public image.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

- Ability to lift and carry up to 50 pounds, with or without reasonable accommodation.
- Ability to perform physical activities including standing, walking, bending, kneeling, climbing, pushing, pulling, and operating equipment for extended periods.
- Ability to work indoors and outdoors in varying weather conditions, including extreme heat, cold, rain, and snow.
- Ability to safely operate machinery, vehicles, and maintenance equipment.
- Exposure to noise, dust, chemicals, and other conditions commonly associated with grounds and facility maintenance.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

WORK SCHEDULE

This is a full-time, year-round position generally consisting of 40 hours per week.

Work schedules may vary based on seasonal maintenance demands, weather conditions, District programs, and operational needs.

Evening, weekend, holiday, and emergency call-out assignments may be required, particularly during snow and ice removal operations.

Overtime will be compensated in accordance with applicable federal and state wage and hour laws.

COMPENSATION AND BENEFITS

Starting Hourly Rate: $21.00–$24.00, depending on qualifications and experience.

The Norridge Park District offers a competitive benefits package for eligible full-time employees, including:

- Medical, dental, and vision insurance.
- Illinois Municipal Retirement Fund (IMRF) participation, subject to eligibility requirements.
- Paid time off and paid holidays in accordance with District policies.
- Additional benefits as provided under applicable District personnel policies.

EQUAL EMPLOYMENT OPPORTUNITY

The Norridge Park District is an Equal Opportunity Employer and is committed to providing equal employment opportunities in accordance with applicable federal, state, and local laws.

Apply online at
https://recruiting.paylocity.com/recruiting/jobs/Apply/4673830/Norridge-Park-District/Laborer-I