



VILLAGE OF LINCOLNSHIRE

Job Description

Title: Seasonal Maintenance – Public Works
Department: Public Works
Division: Parks/Forestry
Date: January 2023
Classification: Non-Exempt

Note: This job description describes a general category of jobs. To meet the needs of Village government, its departments, and community, employees may be assigned other duties, in addition to or in lieu of any of those described below, and any duties are subject to change at any time.

GENERAL DESCRIPTION

Under the supervision of the Field Maintenance Foreman, employee in this position performs skilled field maintenance work on Village athletic fields. Also assists with a variety of semi-skilled maintenance work and operates a variety of equipment maintenance in all Village parks.

SUPERVISION RECEIVED

Works under the guidance and direction of the Field Maintenance Foreman.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES (Required)

- Performs routine work or maintenance as needed on Village equipment or property.
- Empties garbage from the various garbage cans at Village Parks on a weekly basis.
- Maintains Village property including parks and buildings through cleaning, landscape, maintenance, or repair.
- Operates various pieces of power equipment.
- Executes horticulture maintenance activities (i.e., annual flower/bulb plantings and weeding, perennial bed maintenance and watering).
- Performs various trail maintenance (i.e., clean up and debris removal, mulching) as directed.
- May be asked to perform the cleaning and maintenance of parks shelters, restrooms, and assigned buildings.
- Executes maintenance of all Village owned ball fields and athletic courts as directed.
- Aerates, fertilizes, and restores all athletic fields to ensure they are in acceptable playing conditions for various sports teams.

- Responsible for internal and external maintenance of the Spring Lake Park Pavilion, North Park Maintenance building and North Park Concession building.
- Participates in the mowing of all North Park athletic fields.
- Prepares and maintains all athletic fields which includes dragging the infields and chalking the field according to specified dimensions.
- Identifies and marks/paints proper layout for all athletic fields including painting various athletic fields for both practice and game use.
- Performs mound, home-plate and infield dirt repair and preparation activities to include mowing, fertilization and chemical applications, over-seeding, weed whipping and trash removal.
- Moves and relocates soccer goals and orders replacement nets as needed.
- May be asked to prune parks trees and trim pathways and park areas as necessary.
- May be required to assist with the set-up and takedown of special events.
- Performs other duties as required or assigned.

CONTACTS OUTSIDE OF DEPARTMENT

Personnel in other departments, residents, Village organizations, other municipalities/governmental agencies, vendors, and contractors.

TOOLS & EQUIPMENT USED

Park Mowers, Edger's, Weed Whips, Blowers, Line-Stripers, Chalker, Utility Vehicles, Aerators, Small Tractors, Field Spreaders, Hammer, drill, saw, and other hand tools as needed, janitorial equipment, clerical equipment and office equipment.

Vehicles: 1/2, 3/4, 1 ton dump truck with or without removal equipment; pickup truck with lift gate.

Machinery: power saw, dollies, hammer, shovel, ladder, chipper, general office equipment.

PHYSICAL DEMANDS

Lifting, pushing, pulling, or carrying of objects less than 20 pounds frequently and occasionally up to 50 pounds. Raking; digging for extended period; considerable walking, often for a three-hour period in all types of weather; standing; bending; twisting, kneeling; squatting; crawling; reaching; climbing; and, grasping. Must have dexterity sufficient to manipulate objects as small as 1/4"; hearing and speaking ability sufficient to understand radio transmissions and converse both in person and over the telephone. May be required to work continuously, for long hours, in emergency situations.

WORKING ENVIRONMENT

Moderately noisy office working conditions, moderately noisy to very noisy plant conditions. Must be able to work in extreme temperature variations, in wetness, dryness, confined and enclosed spaces, in noisy locations, around plant pollen, grass, chlorine, gas and leaf particles, around dust, cleaning compounds, paints, thinners, varnishes, gasoline, diesel fuels and oils. In outside elements 50% of the time.

While outdoors, the employee occasionally works in inclement weather conditions, near moving mechanical parts, high, precarious places, wet and/or humid conditions, fumes, or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office to moderate outside.

MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILLS REQUIRED

ADDITIONAL REQUIREMENTS

Must be 16 years of age. Must have a valid Illinois Driver's License. Must be able to work weekend hours.

KNOWLEDGE, SKILLS, AND ABILITIES

Must be proficient in the areas of landscaping and parks maintenance. Ability to speak, read, and write English preferred. Ability to work independently in the day-to-day operations with only general direction.

Revised: January 2023

BHW

