



VILLAGE OF ORLAND HILLS

Building/Park Maintenance Assistant

\$17/hour

Days and Hours Vary

Job Description

Under the general supervision of the Assistant Director of Recreation (Maintenance), Assistant Village Administrator, and Village Administration, the Building/Park Maintenance Assistant is responsible for assisting in the care and maintenance of the Community Center, Village Parks and Tot Lots, the Michael E. Hastings Sports Complex and all related facilities. Must be able to assist the Assistant Director of Recreation (Maintenance) when necessary for projects or special events.

Qualifications

Required to perform custodial and maintenance duties in and around the Recreation Department and its related facilities; troubleshoot, perform minor repairs, implement set-up and take-down for a variety of events and programs; ability to communicate effectively, work closely with employees and public to meet the custodial needs of the area; and resolve problems to ensure efficient and safe operations. Must be skilled in operating light equipment and power tools, perform semi-skilled landscaping care tasks, and be able to apply techniques and use the tools of one or more of these categories: carpentry, plumbing, masonry, small equipment repair. Must be at least 18 years old, have a high school diploma or the equivalent and a valid Illinois Driver's License.

Pre-requisite:

- Cognitive skills to follow both written and verbal directions
- Ability to perform physical or manual work
- Manual labor; light to moderate lifting
- Ability to work in diverse climate and environment
- Available to work nights, weekends, holidays, flexible start/end times and occasional over time

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. Buildings:

- Performs routine and comprehensive custodial maintenance of assigned facilities
- Vacuum, spot clean carpets and furniture, wash windows
- Removes trash in accordance with established procedures
- Clean and disinfect restrooms and childcare areas, stock facilities with paper and supplies
- Respond to service requests, coordinate resource and implement the set-up and take-down of furniture and equipment for various events, rentals, and programs
- Replace a variety of light bulbs and lighting accessories
- Snow and ice removal from walkways



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2. Outside:

- Landscaping, irrigation, planting, and installation of sod/seed/trees/erosion blankets, etc.
- Cleaning and maintenance of all parks/trails

3. Equipment:

- Operate, monitor, and evaluate assigned equipment
- Cleaning and minor repairs and/or adjustments of assigned equipment

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references to Brian O'Neill, Village Administrator. The position will remain open until a qualified candidate is found. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org