



River Forest Park District
Est. 1913

Job Description

Job Position Title: Seasonal Park Maintenance Laborer

Salary Range: \$8.00 - \$12.00/HR

Starting Salary Range: \$8.00 - \$9.60/HR

(Note: Must be within the first 40% of the Salary Range.)

Working Hours: The Seasonal Park Maintenance Laborer is a seasonal non-exempt position working 40 hours per week, plus overtime. The scheduled work hours for this position are Monday – Friday, 7:00 AM to 3:30 PM, including ½ hour unpaid lunch, May 1-October 1.

Summary: The Seasonal Park Maintenance Laborer is responsible for assisting the Park Services Manager with the maintenance operations of the park district grounds, facilities, and equipment.

Qualifications: 18 years of age. A valid Illinois State Driver License (Class A). In good physical condition with sufficient strength to lift and hold 50 pounds; over 50 pounds requires a 2 man operation.

Immediate Supervisor: The Seasonal Park Maintenance Laborer reports to the Park Services Manager.

Essential Functions:

1. Communicate with the Park Services Manager regularly on park district matters.
2. Landscape maintenance operations for the park district. This includes but not limited to:
 - a. Turf maintenance: Mowing, irrigation, fertilizing, seeding, weed control, and trash removal.
 - b. Athletic field maintenance: Baseball diamond infields, soccer fields, football fields, basketball courts, tennis courts, and installation and maintenance of necessary apparatus of each field use.
 - c. Landscape maintenance: Soil grading and preparation, tree planting, tree trimming, tree spraying, tree watering, mulch bed maintenance, and flower bed maintenance.
 - d. Construction: Installation of park/playground equipment, park benches, park signage, retaining walls, and drainage systems.
3. Assist with the custodial maintenance of all park district facilities.

Assist with any equipment repairs for the park district. This includes but not limited to vehicles, tractors, any facility, or program equipment.

4. Assist the recreation department in set up, construction, and repair of all special event props.
5. Demonstrate exceptional customer service skills in all communications.
6. Promote a quality loss control/safety program for the park district.
7. Perform any duties as assigned by the Executive Director.

Marginal Functions:

1. Attend park district meetings as necessary.
2. Assist the recreation department with recreation/special event programs.
3. Substitute for the Park Ambassador if they are unable to perform their work.

Psychological Considerations:

1. Must be able to function effectively in a fast-paced environment.
2. Must be able to deal with people under stressful and demanding situations.
3. Must be able to function under stressful situations when first aid or CPR is required.

Physiological Considerations:

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 100 pounds.

Environmental Considerations: Will be exposed to the elements when performing outdoor duties. Most duties are performed outdoors.

Cognitive Considerations: The Seasonal Park Maintenance Laborer must exhibit good problem solving ability and good judgment in keeping with the mission of the park district.