
MAINTENANCE ATTENDANT

JOB DESCRIPTION



JOB TITLE: Maintenance Attendant

FLSA CLASSIFICATION: Non-Exempt Seasonal Employee

DEPARTMENT: Maintenance

IMMEDIATE SUPERVISOR: Maintenance Foremen

POSITION FOCUS:

Under the daily guidance of a Building & Grounds Superintendent and Foremen, the Summer Seasonal Park Maintenance position is responsible for assisting in the routine work involved in maintaining our parks and facilities. Maintenance Attendants perform most activities outdoors. Outdoor environmental conditions will include but are not limited to heat, humidity, rain, etc. Maintenance Attendants will be exposed to pesticides, exhaust fumes, chemicals, dust, dirt, insect bites and loud noises. The Maintenance Attendant must be able to deal with multiple situations at the same time, while recognizing priorities of the department and the district. Maintenance Attendant are required to wear long sleeve shirts, pants, and work boots at all times while working.

QUALIFICATIONS:

- 16 years old or older
- Current First Aid/CPR certification or ability to attend mandatory training.
- 21 years or older to operate park vehicles with valid Driving License
- Ability to work within a team structure.
- Ability to maintain self-control and composure in difficult situations.
- Endure physical components of frequent sitting, walking, reaching, and can be on your feet for extended periods of time. As well as being able to lift 50 lbs. (assistance is required when lifting less than 50 lbs.), occasional climbing, balancing, stooping, kneeling, and crouching. Employees may perform duties which include, but are not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.

EDUCATION AND EXPERIENCE:

- Have or obtaining, a high school diploma or G.E.D. equivalent.
- First Aid Certification and CPR Certification (Preferred)
- Understanding of indoor and outdoor maintenance and landscaping
- Driver's abstract record in good standing

HOURS:

The Maintenance Attendant is a seasonal position held June 1st – August 31st with flexible hours between 20 to 40 per week. Availability for the weekend is required.

MAINTENANCE ATTENDANT ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under the general direct supervision and training of a full-time employee and/or a Foreman, perform basic fleet maintenance activities (i.e., vehicle and machinery detail cleaning, oil changes, and fueling).
- Under the general direct supervision and training of a full-time employee and/or Foreman, perform park maintenance at assigned parks (i.e., grass cutting, weed whacking, and edging).

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- Under the general direct supervision and training of a full-time employee and/or Foreman, perform maintenance of ball fields and tennis courts.
- Under the general direct supervision and training of a full-time employee and/or Foreman, perform trail maintenance (i.e., clean up and debris removal, mulching).
- Under the general direct supervision and training of a full-time employee and/or Foreman, perform litter pickup, garbage pickup, and recycling activities.
- Under the general direct supervision and training of a full-time employee and/or Foreman, perform cleaning and maintenance of park shelters, restrooms, and assigned buildings.
- Demonstrate and support Park District customer service standards.
- Follow district and department safety, personnel, and administrative policies, procedures, and ordinances. • Perform miscellaneous job-related duties as assigned.

Dolton Park District is an equal opportunity employer. This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Please send a completed Dolton Park District application to our Administration Department, Attn: Hiring Department, 721 Engle St., Dolton, IL 60419, email at contactus@doltonparkdistrict.org or by fax at 708-841-2177.