

PART TIME GROUNDS CREW

SUPERVISORY RELATIONSHIPS

Reports to: Superintendent of Grounds

BASIC FUNCTION

Parks maintenance staff ensures that the park grounds, athletic fields and playgrounds are kept clean, attractive and safe throughout the Spring, Summer and Fall seasons. This position works in the Parks Services Department from 7:30am to 4:00pm weekdays and weekends when needed.

ESSENTIAL DUTIES

1. Maintains turf areas including mowing and trimming.
2. Inspects parks, cleans up debris and empties trash cans.
3. Install and maintain landscape material such as flowers, trees, shrubs, grass, etc.
4. Prune hedges and trees.
5. Assists in landscape construction projects.
6. Cleans, organizes, and maintains parks service center garage.
7. Assists fulltime staff on repairing and maintaining athletic fields, parks, and playgrounds.
8. Operates District vehicles and equipment.

OTHER DUTIES

1. May be required to perform overtime work as requested or required, including weekends.
2. Provides polite customer service to any park users if approached.
3. Follow all safety policies and procedures as outlined in the Niles Park Districts policy manual.
4. Perform additional duties as assigned

POSITION QUALIFICATIONS

Education: High School Diploma Preferred.

Experience: **Must be at least 18 years of age.** Related experience preferred

Certifications: Valid Illinois Driver's License required.

Starting at \$14.00 per hour

Interested, please contact Chris Czajka, cczajka@niles-parks.org