

SEASONAL AQUATIC FACILITIES CUSTODIAN/MAINTENANCE

Number of Positions: 2

Dates: May – September, or year-round

GENERAL DESCRIPTION/ESSENTIAL FUNCTIONS:

This seasonal position is responsible for the daily performance of routine custodial work, regular building maintenance, and responsive customer service for the Urbana Indoor Aquatics Center and the Crystal Lake Park Family Aquatics Center. Supervision is received from the Aquatics Facilities Maintenance Supervisor.

QUALIFICATIONS:

Ability to understand and follow written and oral instructions. Ability to establish and maintain good relationships with coworkers and the public. Ability to organize and complete planned and assigned tasks. Ability to identify, prioritize, and solve problems as they arise. Ability to self-motivate. Ability to work effectively alone or with a team, with direct or limited supervision. Flexibility with changing conditions or schedules. Knowledge of safety practices and procedures, with ability to take proper precautions and assure safety of self, coworkers, volunteers, and general public. A valid State of Illinois driver's license and proof of current automobile insurance, where applicable.

DUTIES AND RESPONSIBILITIES:

1. Perform regular inspections of facilities and equipment, reporting their condition to the Aquatics Facilities Maintenance Supervisor.
2. Maintain buildings and equipment in safe and efficient working order.
3. Maintain secure facilities, including opening and closing.
4. Assistance with pool operation and mechanics as directed.
5. Janitorial work at the Urbana Indoor Aquatics Center and the Crystal Lake Park Family Aquatics Center. Clean and maintain pool decks and basins, floors, windows, walls, restrooms, showers, changing areas, offices, interior and exterior grounds, and other public areas.
6. Maintain regular maintenance schedules and records.
7. Anticipate and perform janitorial and maintenance necessary for all components of both aquatic facilities.
8. Complete set-ups and take-downs for programs, rentals, and swim meets as scheduled.
9. Inventory and stocking of janitorial and building supplies.
10. Assist with seasonal/annual openings and closings of both aquatic facilities.
11. Continuously perform duties under extreme and varied weather conditions. Both indoor and outdoor pool work is required.
12. Inform the Aquatics Facilities Maintenance Supervisor and/or the Aquatics Manager of any problems, potential problems, safety concerns or vandalism.

13. Work from written and oral instructions.
14. Maintain records as required.
15. Communicate effectively with other management staff and the public.
16. Attend any Urbana Park District training sessions or meetings as required.
17. Be familiar with, and adhere to, the Urbana Indoor Aquatic Center and the Crystal Lake Park Family Aquatics Center building use policies and programs.
18. Enforce building use regulations in a friendly though firm manner as needed.
19. Identify and solve problems as they arise.
20. Maintain appropriate interactions with Urbana Park District staff and members of the public at all times.
21. Dress appropriately for the position, giving the public a good impression of yourself and the facilities.
22. Other duties as assigned.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Ability to bend, kneel, push, pull, and climb. Ability to lift and carry 60lbs. Ability to grip, hold, manipulate, and apply pressure to tools and equipment for extended periods. Ability to stand, walk, and engage in repetitive tasks for extended periods of time. Ability to perform duties in extreme and varied weather conditions for extended periods of time.