

TO: Urbana Park District Building Service Worker Applicants

FR: Human Resources

DT: September 12th, 2025

RE: Call for Applications – Recreation – “Building Service Worker”

Recreation – Building Service Worker:

The Urbana Park District is conducting a search to fill a Building Service Worker position.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General Position Description:

The Building Service Worker is a Full-Time, Non-Exempt position. This position reports directly to the Outreach and Wellness Manager.

This position may require flexibility in the hours worked to meet the needs of the Urbana Park District. Typical hours are 7:00AM - 3:30PM, Monday through Friday. However, earlier morning hours and weekends may be needed to accommodate programming needs.

General Position Requirements:

This position is responsible for the performance of routine custodial work. The Building Service Worker performs many duties that require standing for long periods and/or moving/lifting equipment. The incumbent also must perform some duties outdoors seasonally and be able to work effectively in sometimes extreme conditions. Additionally, this position requires the ability to physically perform essential duties including exerting sustained physical effort, bending, reaching, crouching/kneeling, standing/walking, for long periods, pushing/pulling/lifting/carrying objects weighing more than 50 pounds, handling/grasping/fingering objects, hearing sounds/communication, close and far vision.

Please see the attached Position Description for full details of the position.

Pay Rate: FY26

\$36,949.12 + full benefits (outlined in separate attachment)

Application Process:

The Urbana Park District is utilizing an on-line application system—please go to the Urbana Park District webpage, www.urbanaparks.org, for application instructions or call 217-367-1536. Candidates for the “Building Service Worker” position should submit: cover letter of interest, current resume to reflect the knowledge, skills, and abilities based on the attached “Position Description,” and references on Applitrack.

Application Process for selected candidates may include:

- Formal interview with a staff review panel
- Meetings with administrative and/or other staff groups as requested/required
- Reference Checks
- Appropriate testing as required

Proposed Schedule:

Position Notice Posted	September 12, 2025
Applications Due By	October 3, 2025
Interviews Conducted	October 6-10, 2025
Start Date	October 27, 2025

Questions:

Contact Jameel Jones at 217.255.8601 and/or jtjones@urbanaparks.org.