



POSITION DESCRIPTION

POSITION: BUILDING SERVICE WORKER
DIVISION: RECREATION

STATUS: Full-Time

FLSA STATUS: Non-Exempt

ESSENTIAL FUNCTIONS:

This position is responsible for the performance of routine custodial work and regular building set-ups for district facilities. This position 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. The Building Service Worker is responsible for the supervision of seasonal and intermittent employees and community service participants as needed. Supervision is received from the Outreach and Wellness Manager.

DUTIES:

Custodial

- ☐ Performs regular inspections of facilities and equipment, reporting their condition to the Outreach and Wellness Manager.
- ☐ Maintains building and equipment in safe and efficient working order.
- ☐ Maintains secure building, including closing and opening.
- ☐ Performs janitorial work: cleans and maintains floors, windows, walls, offices, empties trash/recycle bins, and restrooms in district facilities.
- ☐ Creates and maintains regular maintenance schedules and records.
- ☐ Completes class room set-ups and take-downs for program and rental needs as needed.
- ☐ Performs exterior clean up as needed or upon request.
- ☐ Maintains records as required.
- ☐ Identifies and solves problems as they arise.
- ☐ Stays informed of the district's facility building use policy and programs.
- ☐ Understands and works from written or oral instructions.
- ☐ Performs other duties as assigned.

Supervision

- ☐ Demonstrates ability to plan, schedule, and organize work independently with little direct supervision.
- ☐ Performs other duties as assigned.

Finance

- ❑ Maintains records as required or directed.
- ❑ Exercises good and ethical judgment in the use of Purchase Card to support efficient and effectiveness of job-related activities.
- ❑ Performs other duties as assigned.

Communication

- ❑ Enforces park district rules and regulations.
- ❑ Informs supervisor(s) of problems with parks or equipment; follows protocol to report any damage, vandalism, and safety hazards as necessary.
- ❑ Attends staff meetings, workshops, and trainings as required.
- ❑ Communicates effectively with the public, co-workers and supervisor.
- ❑ Performs other duties as assigned.

Other

- ❑ Assists with snow removal operations.
- ❑ Demonstrates knowledge of applicable safety practices and procedures, with ability to take proper precautions and assure safety of self, co-workers, volunteers, and general public.
- ❑ Maintains ability to work varying/additional hours as requested; ability to work varying/additional hours in emergency or special situations.
- ❑ Performs duties under varied weather conditions.
- ❑ Performs other duties as assigned.

QUALIFICATIONS:

- ❑ High School graduate or equivalent required.
- ❑ Must have at least three (3) years of previous work experience in custodial maintenance or equivalent.
- ❑ Provide satisfactory work and personal references.
- ❑ State of Illinois driver's license required.
- ❑ Certification in First Aid/CPR/AED or have the ability to obtain within six (6) months of hire is required.
- ❑ Knowledge and experience in basic computer skills (e-mail, web research, data entry) and ability to maintain records.
- ❑ Knowledge of custodial techniques, supplies and heavy equipment.
- ❑ Ability to lift a minimum of 50 pounds.

DIFFICULTY OF WORK:

The nature of this work is routine and at times physically demanding. It requires a high level of attention to detail in a variety of settings. The incumbent will be responsible to complete a variety of tasks with little direct supervision.

RESPONSIBILITY:

The incumbent is responsible to maintain offices, facilities, and parks in the cleanest manner possible at all times. The nature of the outcome of the incumbent's work is highly visible to staff and park patrons.

The incumbent will be responsible to operate within the guidelines of the park district's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to park district operations and personnel.

PHYSICAL EFFORT AND WORK ENVIRONMENT:

The incumbent performs many duties by 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.

Ability to physically perform the essential duties of the position, 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.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:

The job description for the position of Building Service Worker describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would prevent you from meeting the job duties and requirements as outlined? Yes _____ No _____

(If yes, please describe on the back of this page.)

Applicant / Employee Signature

Date