



**TO: Grounds Maintenance Technician I Applicants**

**FR: Human Resources**

**CC: Rich McMahon, Grounds Maintenance Supervisor**

**DT: February 20, 2026**

**RE: Call for Applications – Planning and Operations – “Grounds Maintenance Technician I”**

**PLANNING AND OPERATIONS – GROUNDS MAINTENANCE TECHNICIAN I:**

The Urbana Park District is conducting a search to fill the “Grounds Maintenance Technician I” 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 Grounds Maintenance Technician I is a Full-Time Non-Exempt position. The Grounds Maintenance Technician I reports directly to the Grounds Maintenance Supervisor.

This position may require flexibility in the hours worked to meet the needs of the Planning and Operations Department, and may change depending on the building use/activities planned. Typical hours are 7:00 a.m. – 3:30 p.m., Monday through Friday. Overtime and weekend hours may be necessary to support continuous business operations and/or building function support.

**General Position Requirements:**

This position requires the performance of duties associated with mowing and arboriculture, such as: planting, pruning and removal of trees. It also includes general maintenance activities at all park sites and facilities.

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



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Darius E Phebus Administrative Building / 303 W University Ave / Urbana, IL 61801  
Phone 217.367.1536 / Fax 217.367.1391 / [www.urbanaparks.org](http://www.urbanaparks.org)

**Pay Rate:** FY26

\$39,943.28 + Paid time off, full benefits, and participation in the Illinois Municipal Retirement Fund (IMRF). See attached benefits summary for a full list of benefits.

**Application Process:**

The UPD is utilizing an on-line application system—please go to the UPD webpage, [www.urbanaparks.org](http://www.urbanaparks.org), for application instructions. Candidates for the “Grounds Maintenance Technician I” position should submit: cover letter of interest and current resume to reflect the knowledge, skills, and abilities based on the attached position description.

Application Process for selected candidates will 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	February 20, 2026
Applications Due By	March 16, 2026
Interviews Conducted	March 23-27, 2026
Start Date	April 13, 2026

**Questions:**

Contact Rich McMahon at 217.344.9583 and/or [ramcmahon@urbanaparks.org](mailto:ramcmahon@urbanaparks.org)