MAINTENANCE SUPERVISOR
(OPEN POSITION)

Salary: Depending on Qualifications (Benefits Package Included)

Classification: Full-Time Exempt

Supervisor: Superintendent of Parks

General Statement of Duties:
Plans, schedules and supervises a variety of routine and special maintenance of all buildings, general grounds, systems and equipment. Responsible for planning, scheduling, assigning, and overseeing work performed by full and part time employees. Ability to work with the public, employees, and other supervisors. Most duties are generally recurring in nature and are performed as necessary and as directed by the Superintendent of Parks.

Qualifications and required knowledge, skill and abilities:
Knowledge of building upkeep and maintenance standards, general grounds maintenance, regular mechanical system maintenance and general equipment upkeep. Ability to supervise, effectively communicate, give written and oral instructions in order to develop harmonious working conditions. Requirements include High School diploma and experience and education beyond High School.

Essential Functions, Duties and Responsibilities: (not limited to the following)
Assigns work tasks daily
Communicates effectively with the public, staff and supervisors
Communicates and schedules work with public service, township and community service people
Maintains a current State of Illinois Public Pesticide Applicators License
Supervises employees and maintenance tasks
Ability to manage Paylocity software for employee time and attendance activity
Uses appropriate and positive discipline as needed
Prepares forms; accident/incident and daily reports, times sheets, etc.
Leads and directs in the training of employees
Uses hand tools and mechanical tools
Reads and understands written instructions and manuals
Works from ladders and lifts
Moves tables and chairs up to 50 lbs. (as needed)
Performs minor electrical repairs
MAINTENANCE SUPERVISOR
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Understands plumbing and minor repairs
Painting
Assists park maintenance as needed
Operates tractors, snow plows and mowing equipment
Makes roof repairs and major building repairs
Operates pool filtration equipment
General cleaning operations
Assists with all special events
Provides grounds maintenance around buildings
Understanding the importance of safety issues, rules and associated policies, and compliance

To apply: For immediate consideration, go online to www.zionparkdistrict.com. Submit completed application along with cover letter & resume.

Once given, the offer of employment will be contingent upon the individual's successful completion of a drug test, criminal background check, reference check, and driver’s license abstract review.
Zion Park District Open Position
Part-Time Maintenance Employee - Park, Buildings
Hourly Rate Depending on Qualifications
Location: Zion Park District, 2400 Dowie Memorial Drive, Zion, IL 60099

Responsibilities/Duties: Responsible for performing a variety of routine building and park maintenance
duties to maintain and repair buildings, park properties, and equipment. Part-time maintenance
employees are responsible for performing other duties as assigned. Most duties are generally recurring
in nature and are performed as directed by the Maintenance Supervisors. Responsible for understanding
the importance of safety issues and policies to comply with rules. Report unsafe conditions and make
safety recommendations.

Qualifications: Some knowledge of buildings and ground maintenance practices. Working knowledge
of pertinent safety precautions, ability to follow oral and written instructions. Prefer a high school
diploma or equivalent and a valid driver’s license is required.

To apply: For immediate consideration, go online to www.zionparkdistrict.com, click the “Jobs” tab on
the top of the home page. Must apply online.

Once given, the offer of employment will be contingent upon criminal background check,
reference check, and driver’s license abstract review.

Closing Date: Open Until Filled
Contact Name: Todd Peck
Contact Phone: 847-746-5500