

MOKENA COMMUNITY PARK DISTRICT

10925 W. LaPorte Road Mokena, IL 60448



JOB TITLE: Oaks Maintenance Attendant
DEPARTMENT: The Oaks Recreation & Fitness Center
REPORTS TO: Oaks Maintenance Supervisor
CLASS/FLSA: Part Time
DAYS/HOURS: Varies

SUMMARY

The Oaks Maintenance Assistant performs on a permanent, part-time basis. Under the direction and supervision of the Oaks Maintenance Supervisor, the Oaks Maintenance Attendant's responsible for the day-to-day cleaning, basic repairs and set up/tear down for recreational activities and rentals held at The Oaks Recreation & Fitness Center, Yunker Farm, Splash Pad and Disc Golf Course. These responsibilities are crucial for ensuring the proper operation, maintenance, and cleanliness of the facilities

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

1. Perform routine cleaning and general upkeep of facilities at the Oaks Recreation & Fitness Center, Yunker Farm, Splash Pad, and Disc Golf Course—including restrooms, lobbies, event spaces, and outdoor areas.
2. Maintain outdoor areas, including entrances, parking lots, flower beds, and weed control to ensure a clean and welcoming environment.
3. Maintain cleanliness of indoor spaces by sweeping, mopping, vacuuming, and sanitizing floors and surfaces as needed.
4. Ensure the lobby is clean and presentable at all times, including maintenance of countertops, vending machines, tables, chairs, and entrance door windows.
5. Use appropriate signage to mark areas that are closed or have wet floors during cleaning procedures.
6. Regularly empty trash and recycling bins both inside and outside the facility, and replace liners as needed.
7. Restock restroom and other facility supplies, including soap, paper towels, and toilet paper.
8. Clean and disinfect exercise equipment in designated areas as directed by the Oaks Maintenance Supervisor.
9. Assist with laundry duties, ensuring towels and other items are cleaned, maintained, and properly stocked.
10. Set up and take down tables, chairs, pickleball, and other equipment for events, rentals, and programs as assigned.
11. Perform minor maintenance tasks such as replacing light bulbs, tightening fixtures, and reporting major issues to the supervisor.
12. Assist with grounds maintenance tasks such as litter removal, leaf blowing, and light snow/ice removal.
13. Safely operate cleaning and maintenance tools and equipment including vacuums, mops, brooms, carts, and other facility tools.
14. Regularly inspect and monitor facility conditions, addressing or promptly reporting any safety concerns, spills, or damages.
15. Follow all safety protocols and utilize personal protective equipment (PPE) as required.
16. Provide friendly and professional assistance to patrons and guests when needed.
17. Properly secure all tools, equipment, and storage areas after use.
18. Maintain a clean, organized, and efficient work and storage environment.
19. Report unsafe conditions, assist with maintaining inventory of supplies and equipment, and complete other general facility support tasks.
20. Maintain a positive and cooperative working relationship with fellow staff, the Board of Commissioners, and the public, in accordance with safety and personnel policies.
21. Perform additional duties as assigned by the Oaks Maintenance Supervisor, Assistant Maintenance Supervisor, Guest Services Supervisor, Superintendent of Recreation Facility Operations, or Executive Director.

SKILLS AND EDUCATIONAL REQUIREMENTS

An individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Individuals should possess knowledge of proper cleaning techniques of all types of surfaces and the appropriate use of all building maintenance equipment. Ability to follow directions (oral and written) and work with limited daily supervision. Must have the ability to use and maintain tools and equipment in a safe manner.

CPR/AED/First Aid certified, or willing to obtain within 60 days of employment. A valid Illinois State Driver’s License is required. Employment is contingent upon a satisfactory criminal background check, a pre-employment physical and drug screening.

WORKING CONDITIONS

Working conditions are primarily indoors. The Oaks Maintenance Assistant is frequently exposed to products used in the maintenance of the facility. The noise level is moderate to loud. The workplace is moderate to fast-paced. Frequent use of man lifts/scissor lifts.

PSYCHOLOGICAL CONSIDERATIONS

The Oaks Maintenance Assistant must possess:

1. The ability to communicate effectively with the public and adequately represent the operations and policies of the Park District.
2. The ability to assign appropriate priority to tasks.
3. The ability to organize a wide range of tasks efficiently.
4. The ability to perform required duties with initiative, good judgment, accuracy, persistence, integrity, dependability, tact and courtesy; work within the guidelines and policies set forth by the Board of Commissioners.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, the Oaks Maintenance Assistant is regularly required to sit, stand and walk; use hands to handle and feel objects, tools and controls; reach with hands and arms; talk and hear; and sit, stoop, kneel and crouch. The Oaks Maintenance Assistant must be in good physical condition and have sufficient strength to perform heavy manual labor when required. While performing the duties of this job, the Oaks Maintenance Assistant may be required to lift items up to *50 pounds*.

I, _____, have read and understand all aspects of this job description and accept the duties as set forth.

signature

date