

PARK MAINTENANCE STAFF MEMBER

GENERAL DESCRIPTION OF DUTIES

Under Superintendents direction, the purpose of the position is to perform the upkeep, upgrade, construction and/or renovation of parks facilities, as needed. Employee works with degree of independence and initiative, however, confers with Maintenance Superintendent for special duties.

SPECIFIC DUTIES AND RESPOINSIBILITIES

The list of essential functions is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- General parks maintenance, repair and development activities, helps with renovation, construction and development projects.
- Works daily to ensure the safety and cleanliness of parks equipment; inspect park grounds and facilities and submits problems to Maintenance Superintendent.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

High School Diploma or GED; supplemented by experience in public parks and facilities work. Must be 18 years of age and have a valid Illinois driver's license.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Considerable knowledge of the practices of parks and grounds maintenance.
- Ability to clearly communicate information both verbally and in writing.
- Ability to operate basic grounds maintenance equipment.
- Ability to establish and maintain effective working relationships with fellow employees, division and department heads.
- Requires the ability to work as a member of a team in order to accomplish tasks; the ability to establish and maintain effective working relationships with other employees.

PHYSICAL REQUIREMENTS

- While performing the essential functions of the job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear; and lift and/or move up to 50 pounds.
- In responding to critical incidents, the incumbent may be exposed to fire, fumes or airborne particles, toxic or caustic substance, excessive noise, temperature extremes, and dampness/humidity. The incumbent may be exposed to possible bodily injury from falling from high, exposed places; and moving mechanical parts of equipment, tools, and machinery.

Taylorville Park District Application for Employment

Position you are applying for: _____

Date available for work: _____ Desired salary: _____

PERSONAL INFORMATION

Last Name First Name MI

Address City/State Zip

Email Address

Date of Birth DL Number/State

Are you an U.S. Citizen? ___ Yes ___ No Are you 18 yr. or older: ___ Yes ___ No

Have you ever been convicted of a felony? ___ Yes ___ No

Have you ever applied to the Park District? ___ Yes ___ No If so, When? _____

If selected for employment are you willing to submit to a pre-employment drug screening?
___ Yes ___ No

EDUCATION

High School Address

From _____ To _____ Did you Graduate: ___ Yes ___ No ___ Degree _____

College Address

From _____ To _____ Did you Graduate: ___ Yes ___ No ___ Degree _____

Other Address

From _____ To _____ Did you Graduate: ___ Yes ___ No ___ Degree _____

PREVIOUS EMPLOYMENT

Employer Name and Address: _____

From: _____ To: _____ Salary: _____ Position: _____

Duties Performed: _____

Supervisors Name and Title: _____

Reason for Leaving: _____

Employer Name and Address: _____

From: _____ To: _____ Salary: _____ Position: _____

Duties Performed: _____

Supervisors Name and Title: _____

Reason for Leaving: _____

REFERENCES

Name	Title	Company & Phone number
------	-------	------------------------

Name	Title	Company & Phone number
------	-------	------------------------

Name	Title	Company & Phone number
------	-------	------------------------

Acknowledgment and Authorization

I certify that all answers given herein are true and complete to the best of my knowledge.

I authorize investigation of all statements contained in the application for employment as may be necessary in arriving at an employment decision.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

Signature of Applicant

Date

PLEASE READ CAREFULLY

I hereby authorize the Taylorville Park District to contact, obtain, and verify the accuracy of information contained in this application from previous employers, educational institutions, and references. I also hereby release from liability the Taylorville Park District and its representatives from seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.

I understand that any misrepresentation or material omission made by me on this application will be sufficient cause for cancellation of the application or immediate termination of employment if I am employed, whenever it may be discovered.

If I am employed, I acknowledge that there is no specified length of employment and that this application does not constitute an agreement or contract for employment. Accordingly, either I or the Taylorville Park District can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

The Taylorville Park District is an equal employment opportunity employer. The Taylorville Park District adheres to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, height, weight, or disability. The Taylorville Park District assures you that your opportunity for employment with us depends solely on your qualifications.

Thank you for completing this application form and for your interest in the Taylorville Park District.

Applicant Signature

Print

Date

Taylorville Park District

Notice to Applicant and Release of Claims

The TAYLORVILLE PARK DISTRICT has a vital interest in maintaining safe, healthful and efficient working conditions for its customers, clients, and employees. Using or being under the influence of drugs and/or alcohol on the job may pose serious safety and health risks not only for that user, but to the public and to all those who work with the user. The possession, use or sale of illegal drug or controlled substance may pose unacceptable risks to safe, healthful and efficient operations.

To meet this compelling interest, individuals who wish to be considered for employment must agree to **PRE-PLACEMENT DRUG AND ALCOHOL TESTING, STATE OF ILLINOIS POLICE DEPARTMENT BACKGROUND CHECK AS A CONDITION OF AN OFFER OF EMPLOYMENT**, by completing and signing this Notice and the attached Employment Application as provided for in the Taylorville Park District's Pre-Placement Drug and Alcohol Testing Policy.

The APPLICANT understands and agrees to release the Taylorville Park District and its supervisors, managers, directors, officers, agents, employees, parents, subsidiaries and affiliated concerns from any and all liability, claims, demands, damages and causes of action of every kind and nature arising out of or resulting from or in connection with submitting to drug and alcohol testing and any decision concerning employment made by the TAYLORVILLE PARK DISTRICT in whole or in part, based upon the results of drug and alcohol testing and background check.

ALL APPLICANTS UNWILLING TO SIGN THIS NOTICE SHALL NOT BE CONSIDERED FURTHER FOR EMPLOYMENT BY THE PARK DISTRICT. ANY APPLICANT WHO FAILS A PRE-PLACEMENT DRUG AND ALCOHOL TEST SHALL NOT BE CONSIDERED FURTHER FOR EMPLOYMENT BY THE PARK DISTRICT FOR A PERIOD OF SIX MONTHS.

I have read this document and agree to Pre-Placement Drug and Alcohol Testing and agree to release the Taylorville Park District from liability as described above.

Applicant's Name

Applicant's Signature

Date