Mundelein Park & Recreation District
Job Description

Job Title: Facility and Aquatic Maintenance Attendant
Department: Park and Facility Maintenance Department
Division: Facility Maintenance
Supervisor: Facility and Aquatic Maintenance Supervisor
Classification: Part-Time-Seasonal: Non-Exempt-Hourly

Summary

The Facility and Aquatic Maintenance Attendant position will be responsible for the overall cleanliness of the outdoor and indoor Aquatics Facilities such as Barefoot Bay, Indoor Pool and Diamond Lake. He/she will coordinate with the Facility and Aquatic Maintenance Supervisors. This position requires some early morning and late-night hours, weekends, and holidays.

Qualifications – Education, Experience and Training

Must be 18 years of age or older. Minimum high school graduate or general education degree (GED) preferred with additional training or education related to the duties and responsibilities of the position.   To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Maintains consistent working knowledge of cleaning equipment and procedures. CPR, First Aid and AED Certification required of employment.

Duties and Responsibilities

A. Essential Functions

- Perform custodial duties including, but not limited to, cleaning floors, bathrooms, windows, and food surfaces.
- Perform chemical tests of pools every hour.
- Remove garbage and other waste from facility.
- Vacuum and clean pools and filter baskets.
- Follow through on exceeding the cleanliness expectations of members and prospective customers.
- Maintain proper knowledge of all cleaning equipment and their locations.
- Follows instructions for cleaning chemicals and supplies.
- Maintain cleanliness and sanitation of the designated areas.
- Strips, cleans & buffs floors & shampoos carpets as requested.
- Adheres to all departmental and Park District policies and procedures.
- Perform other related duties as assigned.

B. Marginal Functions

- Assist in the setup for events.
- Assist in performing safety inspections.
- Ability to operate tools and equipment.
- Energetic, and enthusiastic.
- Excellent verbal communication.
- Detail oriented.
- Ability to work independently and work within a team.

Considerations

A. Psychological Considerations
- Effectively under stress of deadlines and complaints.
- Independent.
- Under supervision and direction of supervisor(s).
- Cooperatively with fellow staff, general public, contractors, community groups, and media in a proper manner.
- Employee should be able to maintain a positive working relationship with other employees.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must be able to work with other members of senior management and a publicly elected Board of Park Commissioners.

B. Physiological Considerations
- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools, or controls; and reach with hands and arms.
- May occasionally be required to climb or balance, stoop, kneel, crouch or crawl.
- May occasionally be required to lift and/or move up to 25 pounds.
- May be in awkward or difficult positions resulting in physical fatigue.
- Must have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

A. Environmental Considerations
- Occasionally in and out of controlled temperatures throughout the day.
- Occasionally exposed to elevated noise levels produced from landscape maintenance equipment and/or power tools.
- Occasionally at job sites where dust, pollens, molds, etc may be present.
- Involved in repetitive work (i.e. computer keyboard, writing, hand).

B. Cognitive Considerations
- Employee must have the able to communicate in English, both verbally and in writing.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

- Employee must use good safety awareness and judgment in all aspect of the Train and/or pass on other prudent safety and other work-related practices to co-workers.
- Use basic math, reading and writing skills.
- Follow step-by-step procedures and obtain appropriate end results.
- Exhibit good problem-solving abilities.
- Analyze data to create reports, make recommendations, and strategize appropriate follow-up.
- Communicate effectively and respond appropriately to the needs of internal and external contacts.
- Project a positive image and neat appearance to visitors of the park district.

C. <u>Safety Considerations</u>
- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

<u>Conditions of Continued Employment</u>
- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

Updated: 5/9/22