



Forest Preserve District of DuPage County
JOB DESCRIPTION

Job Title: Facilities Maintenance Worker

Job Code: 956

Business Unit: Field Operations / Facilities Management

FLSA Status: Non-Exempt

Manager Title: Facilities Management Supervisor

Last Date Reviewed: March 17, 2021

Job Purpose

This position performs maintenance duties of structural assets, and assists tradespersons performing mechanical and non-mechanical trade related work within the District preserves.

Essential Duties and Responsibilities

- Prepare, clean, paint and stain commercial and residential buildings including historic structures, latrines, shelters, signs, park amenities and other various assets
- Assist mechanical and non-mechanical tradespersons with assigned work and projects including painting, plumbing, electrical, HVAC, masonry, carpentry, excavation, and sign installation
- Assist with projects, maintenance, repairs, fabrications, installations, and removals of all types of structures, park amenities, signs, fencing, gates, and other various assets
- Preventative maintenance and inspections as assigned by the Supervisor
- Load, unload, and transport vehicles, materials, and equipment for maintenance tasks; perform safety checks
- Perform mobilization, worksite set-up/break-down, safety set-up and controls throughout the work assignment
- Work independently or with a crew, often providing working guidance to complete assigned work
- Snow/ice removal; maintain a safe and organized maintenance shop and yard
- Report asset observations and make recommendations as necessary
- Availability during off-duty hours for emergency call outs and/or standby
- Perform other duties as required

Education and Experience Required

Related Experience: Two (2) years field experience in general construction trades as a laborer or as a maintenance worker; or equivalent combination of related training and experience.

Special training or other license, certification, etc.: Drivers License, Possess or have the ability to obtain an OSHA 10 certification and a Class C driver license within six (6) months of employment. Ability to complete OSHA 10, respirator, confined space, and all applicable ongoing training per OSHA 1910 and 1926 or EPA safety training, as required.

Knowledge of: Methods, practices, processes, and materials used in facilities management and maintenance activities; occupational hazards and necessary safety precautions.

Skills In: Understanding and following oral and written instructions; fundamental use and maintenance of hand tools, power tools and equipment associated with various trade work; performing manual labor related to maintenance and trade activities; identification and reporting of occupational hazards transportation materials and equipment; understanding and use of personal protection equipment.

Onboarding/Training Requirments: Criminal Background Check
 Driver's License Check
 Drug Screen
 National Sex Offender Registry Check
 Physical
 Respirator Evaluation

Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				X
Walk			X	
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell			X	

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.		100 lbs.	X	Over 100 lbs.	
Frequency	Small		10 lbs.		25 lbs.		50 lbs.	X	Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Work outdoors in all weather conditions. Painting, digging, power washing, shoveling, moving materials, use of equipment and tools, scraping, sanding, grinding, tuck pointing, tamping, general lifting, elevated, in confined spaces, and within other various construction zones

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Eye protection, face shield, hearing protection, hard hat, respirators, latex gloves, chemical resistant gloves, work gloves, disposable suits, fall restraint systems, reflective vest, protective clothing, uniform and steel toed boots

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.