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## **Collinsville Area Recreation District Job Description: Full-Time PARK SPECIALIST**

**Department:** Parks

**FLSA Status:** Non-Exempt/Hourly

**Immediate Supervisor:** Superintendent of Parks

**Salary Range:** \$14-\$15

**Supervises:** Seasonal employees

**Classification:** Full-Time/Year Around

### **JOB SUMMARY**

Under the supervision of the Superintendent of Parks, the Park Specialist is responsible for the maintenance and operation of the district's park facilities. This position involves working flexible hours and some weekends.

### **SPECIFIC DUTIES**

- Maintenance of equipment/vehicles
- Mowing and trimming of parks
- Clean bathrooms and trash removal
- Application of pesticides
- Ball field preparation
- Clean pavilions
- Winterization of facilities
- Tree/limb removal
- Maintain 7,000 sq. ft. maintenance building
- Knowledge and operation of Bobcat/wood chipper/tractors
- Maintain records
- Operation of snow plows
- Plantings of tree/shrubs

### **QUALIFICATIONS**

- Must be at least 18 years of age
- High school diploma or equivalent
- General knowledge of plumbing and electricity
- Basic computer skills
- Must possess valid driver's license
- Basic carpentry skills
- Ability to multi-task on an ongoing basis
- Capable of working outside in extreme temperatures
- Able to lift 60 pounds to chest height
- Pass background check and drug/alcohol test
- Other duties as assigned

### **BENEFITS**

- Health and dental insurance
- Paid holidays/vacation/sick
- Contributions to IMRF retirement