

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Grounds Maintenance – Part Time

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Communications and Natural Resources Project Manager

EFFECTIVE DATE: August XX, 2021

SUMMARY:

This position provides support for the maintenance of grounds and natural resources at various forest preserves for the Kendall County Forest Preserve District (“the District”).

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supports restoration project maintenance activities, natural areas management, and trail maintenance.
- Provides assistance to natural area volunteers and District contractors, including support of activities associated with a floristic quality survey of preserve areas.
- Assists with preserve maintenance activities at various forest preserves, and other forest preserve areas.
- Performs a variety of horticultural tasks including, but not limited to weed control, seeding and planting of restoration project areas, mowing, tree and shrub trimming, planting, and pruning.
- Performs brush removal, seed collecting and other natural area management tasks.
- Gathers, loads and hauls refuse and vegetation from District grounds and user areas.
- Maintains a safe and clean work environment at all times and enforces all safety rules and grounds and natural resources policies.
- Supervise, work with and provide instruction to volunteers as needed. Communicate policies and procedures to volunteers.
- Communicates District rules and regulations to the public.
- Must be available to perform duties during the District’s regular business hours as well as evenings and weekends including overtime schedule extensions.
- Participates in emergency preparedness and response activities as assigned.
- Performs other duties as directed by supervisor, the Director and/or Director’s designee.
- Communicates with students, the public and Forest Preserve District staff and volunteers in a professional manner to carry out assigned job duties and to achieve a positive, professional and safe work environment.
- Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

- No supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform all essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required for the position.

A. EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Requires knowledge of office practices, principles of modern record keeping, and setup and maintaining filing systems.

B. LANGUAGE SKILLS:

- Ability to read and interpret documents such as governmental regulations, legal documents, operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public and employees of the organization.
- Requires good knowledge of the English language, spelling and grammar.

C. MATHEMATICAL SKILLS:

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.

D. REASONING ABILITY:

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

E. CERTIFICATES, LICENSES, REGISTRATIONS:

- A valid Illinois Drivers License and any other licenses/certifications necessary to operate District vehicles and equipment.
- A valid Illinois Pesticide Operators License or, in the alternative, obtain a valid Illinois Pesticide Operators License within the first thirty (30) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

PHYSICAL DEMANDS:

- Employee must frequently stand and bend.
- Employee must frequently be able to walk to other offices in the building.
- Employee must frequently lift and/or move up to 75 pounds.
- Employee must be able to use hands to finger, handle or feel.
- Employee must be able to reach, push and pull with hands and arms.
- Employee must be able to talk and hear in person and via use of telephone.
- Specific vision abilities required by this job include close vision, depth perception and distance vision.

WORK ENVIRONMENT:

- The noise level in the work environment is usually moderately quiet, and frequently loud when operating grounds maintenance equipment.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required for programming events. This includes some evenings and weekends.
- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be required to provide own transportation to travel to and from meetings, training, conferences, and the various District preserves and locations.

By signing my name below, I hereby affirm that I received a copy of this job description.

Employee Signature

Date

The above information is not intended to be all-inclusive and can be expanded or modified as necessary.

Kendall County Forest Preserve District