

**KENDALL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

CLASS TITLE: Grounds Maintenance – Forest Preserve Opener / Closer

WAGE CATEGORY: FLSA Non-Exempt

REPORTS TO: Grounds and Natural Resources Division Supervisor

EFFECTIVE DATE: January 18, 2022

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:

- Performs opening and/or closing procedures of all District preserves with varying hours based on sunset time.
- Assists with gate opening and closing and maintenance activities at various forest preserves.
- Gathers, loads and hauls refuse and vegetation from District grounds and user areas.
- Clears snow and ice from walkways and around restroom areas.
- Performs cleaning and disinfecting of picnic shelters, restrooms, and other assigned facilities.
- Maintains a safe and clean work environment at all times and enforces all safety rules and grounds and natural resources policies.
- Communicates District rules and regulations to the public.
- Must be available to perform duties during evenings and weekends as scheduled, 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.
- 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.

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

Kendall County Forest Preserve District