

**KENDALL COUNTY FOREST PRESERVE DISTRICT**

**MEETING AGENDA**

**TUESDAY, JANUARY 16, 2024**

**9:00 AM**

**KENDALL COUNTY OFFICE BUILDING - ROOMS 209 & 210**

- I. Call to Order
- II. Pledge of Allegiance
- III. Invocation
- IV. Roll Call:  
Brian DeBolt (President), Ruben Rodriguez (Vice President), Seth Wormley (Secretary), Scott Gengler, Jason Peterson, Zach Bachmann, Elizabeth Flowers, Matt Kellogg, Dan Koukol, and Brooke Shanley
- V. Approval of Agenda
- VI. Public Comments
- VII. <sup>(1)</sup> **CONSENT AGENDA**
  - A. Approval of Minutes
    - Kendall County Forest Preserve District Commission Meeting of December 19, 2023
  - B. <sup>(1)</sup> **MOTION**: Approval of Claims in the Amounts of \$22,339.75 (123023F) and \$7,918.85 (011524F)
  - C. <sup>(1)</sup> **MOTION**: Approval of a Policy Addressing the Loss of a Primary Caregiver of a Student Enrolled within the Natural Beginnings Early Learning Program
  - D. **MOTION**: Approval of the Grounds Maintenance Coordinator and Resident Position Description
- VIII. **OLD BUSINESS**  
*No items posted for consideration.*
- IX. **NEW BUSINESS**  
*No items posted for consideration.*
- X. Committee Chairman Reports: Seth Wormley (Finance) and Dan Koukol (Operations)
- XI. Public Comments
- XII. Executive Session
- XIII. **OTHER ITEMS OF BUSINESS**  
*No items posted for consideration.*
- XIV. Adjournment

*(1) Requires affirmative vote of the majority of those elected (6) for passage (KCFPD Rules of Order Section I.G.3.b.v.a)*

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
COMMISSION MEETING MINUTES  
DECEMBER 19, 2023**

**I. Call to Order**

President DeBolt called the meeting to order at 9:56 am in the Kendall County Office Building - Second Floor Board Meeting Rooms 209 and 210.

**II. Pledge of Allegiance**

The Pledge of Allegiance was recited at the start of the Kendall County Board Meeting.

**III. Invocation**

An invocation was offered at the start of the Kendall County Board Meeting.

**IV. Roll Call**

X	Bachmann	X	Koukol
X	DeBolt	X	Peterson
X	Flowers	X	Rodriguez
X	Gengler	X	Shanley
X	Kellogg	X	Wormley

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Shanley, Wormley, and DeBolt were all present.

**V. Approval of Agenda**

CommissionER Peterson made a motion to approve the agenda as presented. Seconded by Commissioner Rodriguez. Aye, all. Opposed, none.

**VI. Public Comment**

No public comments were offered from citizens in attendance.

**VII. CONSENT AGENDA**

**A. Approval of Minutes**

- Kendall County Forest Preserve District Commission Meeting of December 5, 2023
- Kendall County Forest Preserve District Operations Committee Meeting of December 6, 2023
- Kendall County Forest Preserve District Committee of the Whole Meeting of December 12, 2023

**B. Approval of Claims in the Amount of \$8,306.73**

**C. Approval of 2024 Fees and Charges for School Programs; Nature-Based and Equestrian Center Summer Camps, and Equestrian Center Public Programs**

**D. MOTION: Approval of an Amendment to the of the Kendall County Forest Preserve District Employee Handbook - Chapter 8 – Section 8.1 Personal and Banked Sick Leave**

- E. **ORDINANCE #23-12-001:** An Ordinance Regarding the Paid Leave for All Workers Act
- F. **MOTION:** Approval of the Purchase of a Kubota RTV-X1100CWL Utility Vehicle and Setup in the Amount of \$21,426.22 from McCullough Implement Company of Watseka, Illinois
- G. **MOTION:** Establishing the Nature Play Space Area (Play Space Features; Eagle’s Nest Shelter; Stephanie’s Garden and Neshnabe’k Encampment) at Hoover Forest Preserve as a Designated Education Program Area with Public Use Restrictions under the Provisions of the Kendall County Forest Preserve District’s General Use Regulation Ordinance #23-02-001
- H. **MOTION:** Approval of a Proposal from Upland Design, Ltd. of Plainfield, Illinois in the Amount of \$6,300.00 for the Preparation and Submission of a 2024 Federal Highway Administration – Regional Trails Program Grant Application to the Illinois Department of Natural Resources to Complete a Multi-Use Trail Connection between Hoover and Fox River Bluffs Forest Preserves

Commissioner Shanley made a motion to approve the Consent Agenda. Seconded by Commissioner Wormley.

Motion: Commissioner Shanley					
Second: Commissioner Wormley					
<b>Roll call: Consent Agenda</b>					
<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>	<b>Commissioner</b>	<b>Aye</b>	<b>Opposed</b>
Bachmann	X		Koukol	X	
DeBolt	X		Peterson	X	
Flowers	X		Rodriguez	X	
Gengler	X		Shanley	X	
Kellogg	X		Wormley	X	
Motion unanimously approved.					

Roll call: Commissioners Bachmann, Flowers, Gengler, Kellogg, Koukol, Peterson, Rodriguez, Shanley, Wormley, and DeBolt, aye. Opposed, none. Motion unanimously approved.

**VIII. OLD BUSINESS**

*No items posted for consideration.*

**IX. NEW BUSINESS**

*No items posted for consideration.*

**X. Committee Chairman Reports: Commissioners Wormley (Finance) and Koukol (Operations)**

Finance Chair Wormley reported no new updates.

Operations Chair Koukol reported the next Operations Committee meeting on January 3, 2024 is cancelled.

**XI. Public Comments**

No public comments were offered from citizens in attendance.

**XII. Executive Session**

None.

**XIII. Other Items of Business**

None.

**XIV. Adjournment**

Commissioner Peterson made a motion to adjourn. Seconded by Commissioner Gengler. Aye, all. Opposed, none. Meeting adjourned at 10:00 am.

Respectfully submitted,

David Guritz  
Executive Advisor, Kendall County Forest Preserve District

# Claims Listing

12/27/2023 12:55:55 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	VickNov2023	FY23 Vick Credit Card Nov 2023	19001160 62000	Office Supplies	\$20.18
						<b>Sub-Total</b>	<b>\$20.18</b>
	2047	COMED	9361548011123123	ComEd Ellis House	19001160 62270	Utilities	\$1,102.05
						<b>Sub-Total</b>	<b>\$1,102.05</b>
	1323	MENARDS	87412	Ellis-Furnace filters, glue, tubing, tape	19001160 68580	Grounds and Maintenance	\$90.45
					<b>Sub-Total</b>	<b>\$90.45</b>	
					<b>Ellis House Total</b>	<b>\$1,212.68</b>	
Ellis Riding Lessons	541	FIRST NATIONAL BANK OF OMAHA	VickNov2023	FY23 Vick Credit Card Nov 2023	19001164 63000	Animal Care & Supplies	\$193.26
						<b>Sub-Total</b>	<b>\$193.26</b>
	2057	MATTHEW CAVINESS	12023503	Shoes and trims-Ellis	19001164 63020	Vet & Farrier	\$480.00
						<b>Sub-Total</b>	<b>\$480.00</b>
						<b>Ellis Riding Lessons Total</b>	<b>\$673.26</b>

Environ. Educ. Other Pblc Prg	51	SYNCB/AMAZON	1XRG-KFD1- Q4F1	Size C Batteries for Cicada Program	19001179 63030	Program Supplies	\$9.65
						<b>Sub-Total</b>	<b>\$9.65</b>
					<b>Environ. Educ. Other Pblc Prg</b>	<b>Total</b>	<b>\$9.65</b>
Environmental Educ. Natr'l Beg.	1871	JESSICA VOSBURGH	ReimburseDec20 23	Reimbursement for NB and Animal Care	19001178 63030	Program Supplies	\$44.98
						<b>Sub-Total</b>	<b>\$44.98</b>
					<b>Environmental Educ. Natr'l Beg.</b>	<b>Total</b>	<b>\$44.98</b>
Forest Preserve Director	51	SYNCB/AMAZON	1M4V-PVXX- HFDP	Pens, Phone cases	190011 62000	Office Supplies	\$28.67
						<b>Sub-Total</b>	<b>\$28.67</b>
	2170	ANTOINETTE WHITE	Fall2023Tuition	Fall 2023 Tuition Reimbursement	190011 62040	Conferences	\$1,740.00
						<b>Sub-Total</b>	<b>\$1,740.00</b>
	67	AMEREN ILLINOIS	27864440061231 23	Millbrook S Electric	190011 63510	Electric	\$28.48
	2047	COMED	93615780001231 23	ComEd Baker Woods	190011 63510	Electric	\$38.34
						<b>Sub-Total</b>	<b>\$66.82</b>

Forest Preserve Director	1007	ILLINOIS COUNTIES RISK MANAGEMENT TRUST	S-INV000623-624	Liability Insurance 2024	190011 68000	Liability Insurance Premiums	\$9,920.00
						<b>Sub-Total</b>	<b>\$9,920.00</b>
Grounds and Natural Resources					<b>Forest Preserve Director</b>	<b>Total</b>	<b>\$11,755.49</b>
	1323	MENARDS	86971	Utility Tire	19001183 62160	Equipment	\$22.99
	1367	MONROE TRUCK EQUIPMENT	342668	Salt Spinner Motor	19001183 62160	Equipment	\$364.92
	4419	MECHANICS LAB LLC	4137	F150 Repairs	19001183 62160	Equipment	\$4,149.29
						<b>Sub-Total</b>	<b>\$4,537.20</b>
Hoover	1452	NICOR	87946110001123 023	FY23 Nicor Harris	19001183 63090	Natural Gas	\$176.61
						<b>Sub-Total</b>	<b>\$176.61</b>
	1323	MENARDS	86969	Hand Sprayer	19001183 63110	Shop Supplies	\$10.99
						<b>Sub-Total</b>	<b>\$10.99</b>
					<b>Grounds and Natural Resources</b>	<b>Total</b>	<b>\$4,724.80</b>
	3263	REBEKAH BARQUIRAN	23-00377	Blazing Star Sec Dep Refund	19001171 63040	Security Deposit Refund	\$100.00
	3389	RUSSELL MOORE	23-00373	Moonseed Sec Dep Refund	19001171 63040	Security Deposit Refund	\$100.00

4179	ROBIN MARTINSON	23-00031	Kingfisher Sec Dep Refund	19001171	63040	Security Deposit Refund	\$100.00
4368	CHEYENNE BROUCEK	23-00380	Moonseed Sec Dep Refund	19001171	63040	Security Deposit Refund	\$100.00
4610	VINAY PUTTI	23-00383	Kingfisher Sec Dep Refund	19001171	63040	Security Deposit Refund	\$100.00
						<b>Sub-Total</b>	<b>\$500.00</b>
1452	NICOR	22827083027123 123	FY23 Nicor Hoover Shop	19001171	63090	Natural Gas	\$54.13
1452	NICOR	23336698297123 123	FY23 Nicor Rookery	19001171	63090	Natural Gas	\$132.07
1452	NICOR	24614203628123 023	FY23 Nicor Blazing Star	19001171	63090	Natural Gas	\$107.88
1452	NICOR	28235299733123 123	FY23 Nicor Moonseed	19001171	63090	Natural Gas	\$102.84
1452	NICOR	30831034894123 123	FY23 Nicor Kingfisher	19001171	63090	Natural Gas	\$138.88
1452	NICOR	50980197128123 123	FY23 Nicor Meadowhawk	19001171	63090	Natural Gas	\$54.82
1452	NICOR	72389374124123 123	FY23 Nicor Hoover Residence	19001171	63090	Natural Gas	\$67.33
1452	NICOR	88551401149123 123	FY23 Nicor Hoover Maintenance	19001171	63090	Natural Gas	\$114.37
						<b>Sub-Total</b>	<b>\$772.32</b>
1820	UNIQUE PRODUCTS & SERVICE	459491	Cleaner and paper product supplies-Hoover	19001171	63110	Shop Supplies	\$915.34
						<b>Sub-Total</b>	<b>\$915.34</b>



Hoover

1323	MENARDS	87905	Lighter, fireplace grate, lightbulbs, brush	19001171	63120	Building Maintenance	\$125.32
1323	MENARDS	88019	Key storage, lockbox	19001171	63120	Building Maintenance	\$40.29
1820	UNIQUE PRODUCTS & SERVICE	459491	Cleaner and paper product supplies-Hoover	19001171	63120	Building Maintenance	\$457.67
1877	WALDEN'S LOCK SERVICE	23578	Hoover Key and lock services	19001171	63120	Building Maintenance	\$158.37
						<b>Sub-Total</b>	<b>\$781.65</b>
51	SYNCB/AMAZON	1T4X-1TVY-6DWF	Lock Faucet Cover-Hoover	19001171	68580	Grounds and Maintenance	\$23.99
1820	UNIQUE PRODUCTS & SERVICE	459491	Cleaner and paper product supplies-Hoover	19001171	68580	Grounds and Maintenance	\$457.37
3915	AURORA FASTPRINT	42841	Hoover Playspace Signs	19001171	68580	Grounds and Maintenance	\$154.32
						<b>Sub-Total</b>	<b>\$635.68</b>
					<b>Hoover</b>	<b>Total</b>	<b>\$3,604.99</b>
3067	GRNE SOLARFIELD 11 LLC	CI-000301405	FY23 Solar Oct and Nov 2023	19001184	63100	Electric	\$313.90
						<b>Sub-Total</b>	<b>\$313.90</b>
					<b>Pickerill - Pigott</b>	<b>Total</b>	<b>\$313.90</b>
						<b>Grand Total</b>	<b>\$22,339.75</b>

Pickerill - Pigott

# Claims Listing

1/10/2024 1:48:11 PM

Department	Vendor #	Vendor Name	Invoice #	Invoice Description	GL Account	Description	Invoice Amount
Ellis Birthday Parties	51	SYNCB/AMAZON	1TVL-YDNR-MH9N	Ellis Birthday Party Crafts	19001165 63030	Program Supplies	\$227.40
						<b>Sub-Total</b>	<b>\$227.40</b>
					<b>Ellis Birthday Parties</b>	<b>Total</b>	<b>\$227.40</b>
Ellis House	541	FIRST NATIONAL BANK OF OMAHA	Vick Dec 2023	Vick Credit Card Dec 2023	19001160 62000	Office Supplies	\$20.18
						<b>Sub-Total</b>	<b>\$20.18</b>
Ellis Riding Lessons	124	BARRETT'S ECOWATER	0010381011524	Ellis Water Services	19001160 68580	Grounds and Maintenance	\$46.94
						<b>Sub-Total</b>	<b>\$46.94</b>
					<b>Ellis House</b>	<b>Total</b>	<b>\$67.12</b>
Environmental Educ. Natri Beg.	51	SYNCB/AMAZON	166V-TL93-L3GC	Ellis-Cat food	19001164 63000	Animal Care & Supplies	\$35.11
	541	FIRST NATIONAL BANK OF OMAHA	Guritz Dec 2023	Guritz Credit Card Dec 2023	19001164 63000	Animal Care & Supplies	\$1,122.87
						<b>Sub-Total</b>	<b>\$1,157.98</b>
					<b>Ellis Riding Lessons</b>	<b>Total</b>	<b>\$1,157.98</b>
	541	FIRST NATIONAL BANK OF OMAHA	Guritz Dec 2023	Guritz Credit Card Dec 2023	19001178 63030	Program Supplies	\$89.57

541	FIRST NATIONAL BANK OF OMAHA	Wiencke Dec 2023	Wiencke Credit Card Dec 2023	19001178	63030	Program Supplies	\$234.06
						<b>Sub-Total</b>	<b>\$323.63</b>
				<b>Environmental Educ. Natrl Beg.</b>	<b>Total</b>		<b>\$323.63</b>
541	FIRST NATIONAL BANK OF OMAHA	Guritz Dec 2023	Guritz Credit Card Dec 2023	190011	62000	Office Supplies	\$90.62
541	FIRST NATIONAL BANK OF OMAHA	White Dec 2023	White Credit Card Dec 2023	190011	62000	Office Supplies	\$55.55
1304	MARCO TECHNOLOGIES, LLC	519434112-F	copier 12/28/2023 - 01/28/2024	190011	62000	Office Supplies	\$195.46
1323	MENARDS	89215	Band aids, office supplies, paint samples	190011	62000	Office Supplies	\$8.44
						<b>Sub-Total</b>	<b>\$350.07</b>
541	FIRST NATIONAL BANK OF OMAHA	White Dec 2023	White Credit Card Dec 2023	190011	62040	Conferences	\$135.00
						<b>Sub-Total</b>	<b>\$135.00</b>
1199	KLUBER, INC.	8788	Subat Professional Services	190411	62150	Contractual Services	\$2,098.20
						<b>Sub-Total</b>	<b>\$2,098.20</b>
2047	COMED	11231661020115 24	ComEd Jay Woods	190011	63510	Electric	\$23.14
2047	COMED	55147100050115 24	ComEd Harris Arena	190011	63510	Electric	\$30.55
2047	COMED	55147110020115 24	ComEd Harris	190011	63510	Electric	\$131.79



Grounds and Natural Resources												
506	ELBURN NAPA, INC.	4860011524	Grounds Equipment and supplies	19001183	63110	Shop Supplies						\$36.02
1060	JOHN DEERE FINANCIAL	11113-29745011524	Headlamp, piping	19001183	63110	Shop Supplies						\$14.73
1950	YORKVILLE ACE & RADIO SHACK	400515011524	Equipment and Supplies for Grounds	19001183	63110	Shop Supplies						\$14.99
						<b>Sub-Total</b>						<b>\$65.74</b>
1849	VERIZON	9952121620	Cell Phone Services	19001183	63540	Telephones						\$165.48
3837	T-MOBILE	982008249011524	Cell phone services	19001183	63540	Telephones						\$365.24
3837	T-MOBILE	990345112011524	Ooma Device	19001183	63540	Telephones						\$79.90
						<b>Sub-Total</b>						<b>\$610.62</b>
						<b>Total</b>						<b>\$2,451.42</b>
Hoover												
4178	MIKE KALECKI	23-00400	Kingfisher Sec Dep Refund	19001171	63040	Security Deposit Refund						\$100.00
						<b>Sub-Total</b>						<b>\$100.00</b>
2047	COMED	1938021081011524	ComEd Hoover Residence	19001171	63100	Electric						\$39.46
						<b>Sub-Total</b>						<b>\$39.46</b>
541	FIRST NATIONAL BANK OF OMAHA	White Dec 2023	White Credit Card Dec 2023	19001171	63110	Shop Supplies						\$10.39
1323	MENARDS	88850	Keysafe, sponges, cleaner, mop-Hoover	19001171	63110	Shop Supplies						\$106.24
						<b>Sub-Total</b>						<b>\$116.63</b>

Hoover

1323	MENARDS	89215	Band aids, office supplies, paint samples	19001171 63120	Building Maintenance	\$8.47
					<b>Sub-Total</b>	<b>\$8.47</b>
				<b>Hoover</b>	<b>Total</b>	<b>\$264.56</b>
					<b>Grand Total</b>	<b>\$7,918.85</b>

To: Kendall County Forest Preserve District Commission  
From: Stefanie Wiencke  
Environmental Education and Public Outreach Division Manager  
RE: Natural Beginnings – Loss of Caregiver Policy Change  
Date: January 9, 2024

District staff is recommending a policy change for the Natural Beginnings Early Learning Program.

The socio-economic stability of child’s environment is significantly impacted by the loss of a primary caregiver. District staff recommends approval of a policy waiving remaining school year tuition payments for all families experiencing the loss of a primary caregiver during the program year.

Policy recommendation for Approval:

Natural Beginnings Program Loss of Caregiver Policy

Students enrolled in the Natural Beginnings Early Learning Program will be extended tuition-free enrollment for the remaining quarters of the program year following the loss of a primary caregiver. Families with full prepaid tuition will receive a prorated tuition refund for all remaining full quarters following the date of loss.

Effective Date – 01-16-2024

**KENDALL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE:** Grounds Maintenance Coordinator and Resident

**WAGE CATEGORY:** Non-Exempt

**REPORTS TO:** Grounds and Natural Resources Division Manager

**EFFECTIVE DATE:** January 16, 2024

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**SUMMARY:**

This position is primarily responsible for the daily oversight and management of permitted activities and programs at Hoover Forest Preserve including bunkhouse, campground, and lodge rentals, other permitted special events, and building and grounds maintenance projects including participation in natural area restoration and forest preserve improvement projects. This position reports to the Grounds and Natural Resources Division Manager, and serves as a year-round on-site resident at Hoover Forest Preserve.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties for this position shall include, but will not be limited to, the following:

- Primary duties are to coordinate and provide daily oversight of permitted activities and programs including bunkhouse, campground, and lodge rentals, and supervise, coordinate, and perform grounds and building improvement projects and maintenance including assisting as directed with natural area restoration projects at Hoover Forest Preserve.
- Customarily and regularly directs the work of full and part time employees.
- Customarily and regularly performs management duties at Hoover Forest Preserve including, but not limited to the following:
  - Assists with the interviewing, selecting and training grounds maintenance and custodial services staff;
  - Assists with preparing and maintaining confidential personnel records;
  - Setting and adjusting employees' hours of work;
  - Provides recommendations regarding the setting and adjusting of employees' rates of pay (within pre-approved budget parameters), which recommendations are given particular weight by the final decision-maker;
  - Maintains production and operations records for use in supervision and control of the District's repair, maintenance and custodial services;
  - Appraises employees' productivity and efficiency for the purpose of recommending promotions or other changes in status;
  - Reports and supports resolution of employee complaints and grievances;
  - Provides recommendations regarding the hiring, firing and discipline of staff, which recommendations are given significant weight by the final decision-maker;
  - Apportions and assigns work tasks to grounds maintenance and custodial service employees including volunteers at Hoover Forest Preserve;
  - Provides for the safety and security of the employees, volunteers, visitors, and District property;
  - Plans, organizes, and supervises the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services of District buildings and preserve areas.
- Develops preventative maintenance and recordkeeping procedures, and ensures that such procedures are carried out on a scheduled basis.
- Submits repair records for all of the District's equipment housed at Hoover Forest Preserve to the Grounds and Natural Resources Division Manager to help ensure records are complete pursuant to District policies and procedures.
- Coordinates authorized material, supply, machinery, equipment, and tool purchases needed to properly repair, maintain and improve the District's grounds, buildings, and public use areas.



- Assists the Grounds and Natural Resources Division Manager with project management oversight for Hoover Forest Preserve maintenance and custodial services by setting the schedule for projects; monitoring all ongoing projects; creating project metrics and deliverables; and assessing the achievement of said project metrics and deliverables.
- Provides vendor and contractor recommendations to the Grounds and Natural Resources Division Manager by obtaining cost estimates for supplies, parts and equipment repair; ordering and purchasing supplies for projects; negotiating services and contract terms; and reviewing and recommending contracted services and equipment, which recommendations are given particular weight by the final decision-maker.
- Prepares monthly reports on activities for presentation to the Grounds and Natural Resources Division Manager.
- Coordinates Illinois Department of Public Health campground inspection reporting and Illinois Environmental Protection Agency water quality testing for waste treatment lagoon compliance.
- Extends support to address off-hour emergency issues from licensed lodge, campground, and bunkhouse users at Hoover Forest Preserve.
- Safely and effectively operates, maintains and repairs District vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, cutting torches, air sprayers, power washers, chainsaws, and other mechanical tools.
- Coordinates grounds maintenance and custodial services performed at Hoover Forest Preserve including, but not limited to the following:
  - Horticultural and maintenance tasks including, but not limited to mowing, edging, aerating, trimming, fertilizing, weed control, seeding, tree and shrub trimming, sod repair, firewood splitting and hauling, snow and ice removal from District roads/walks/trails utilizing both snow plow and manual methods;
  - Splitting, loading and hauling firewood;
  - Gathering, loading and hauling refuse and vegetation from grounds and user areas;
  - Removal of snow and ice from District roads/walks/trails, utilizing both snow plow and manual methods;
  - The use, maintenance and repair of tools of the trade (both powered and non-powered equipment) including, but not limited to, welder, sandblaster, grinder, cutting torch, air sprayer, power washer, chainsaw, and other mechanical hand tools;
  - General road repairs including, but not limited to asphalt patching and gravel road maintenance.
  - The construction, installation and repair of District facilities and structures, picnic shelters, bridges, fencing, bollards, posts, signage, seasonal equipment, and any other facilities and structures necessary for the District;
  - The repair of plumbing, electrical, HVAC, carpentry and paint, as needed, at District facilities and structures.
  - The inspection, maintenance, and repair of District restrooms including daily cleaning and trash removal;
  - Preparing picnic shelters, bunkhouses, and special event facilities for reserved uses by performing duties including, but not limited to, locking/unlocking rental facilities; setting up for events and rental functions; and ensuring the facilities are clean and equipped as needed for all rental functions;
- Assists with conducting controlled burns, brush removal, seed collecting, and other natural area management tasks at Hoover Forest Preserve and other preserve areas as directed.
- Assists with maintenance and operations at other District locations as assigned.
- Participates in emergency preparedness and response activities as needed.
- Communicates District rules and regulations to the public, staff and volunteers.
- Serves as the year-round on-site resident at Hoover Forest Preserve and must be available to perform duties before, during and after the District's regular business hours.
- Performs any other duties as required or assigned.

**SUPERVISORY RESPONSIBILITIES:**

- This position provides daily supervision to the Hoover Forest Preserve Grounds Maintenance full and part time positions.

**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) required.
- A preferred minimum of four (4) years' experience in a grounds and/or building maintenance or similar role, with one to two (1-2) years' experience within a supervisory role, or equivalent combination of training and experience, and a preferred trade school or technical experience
- Requires knowledge of grounds maintenance tools and equipment use.
- Completion of all assigned equipment and natural areas management training.
- Completion of all assigned first aid training.

**B. LANGUAGE SKILLS:**

- Ability to read and interpret documents such as governmental regulations, material safety data sheets, equipment operating instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively with the public, employees and volunteers of the District.
- 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.
- Ability to compute rate, ratio, and percent and to measure volumes.

**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 Driver's License and any other licenses/certifications necessary to operate District tools and equipment.
- A valid Illinois Pesticide Applicators License or, in the alternative, obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment.
- All other training, certificates and registrations required for the specific duties performed.

**PHYSICAL DEMANDS:**

- Employee must frequently sit, stand, bend, reach, and carry.
- Employee must be able to successfully operate all District tools and equipment required to perform assigned job duties.
- Employee must frequently be able to walk and possibly run on uneven ground and rough terrain.
- Employee must frequently lift and/or move up to 50 pounds, and occasionally up to 75 pounds.
- Employee must be able to use hands and fingers to handle, feel, and operate equipment.
- 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 loud due to equipment operational noise.
- Employee must be able to perform all assigned job duties during normal business hours and after normal business hours, as required in the event of an emergency or special event.

- Employee will be required to work in both indoor and outdoor work areas and may be subjected to all weather elements.
- Employee may be exposed to various chemicals such as pesticides and fertilizers while performing assigned job duties.
- Employee will be required to operate a motor vehicle 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

Approved: September 24, 2015

Amended: November 2, 2021

Amended: January 16, 2024