

**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

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