

Job title: Maintenance Foreman (Full Time)

The Maintenance Foreman oversees the seasonal and part-time maintenance staff. Under the direction of the Maintenance Director, leads, directs, and oversees staff, operations, and activities of assigned park maintenance crews.

Job description:

See Attached Job Description for Maintenance Foreman.

Benefits:

- IMRF
 - Employees who work in Harrisburg Township Park District positions that meet certain hour standards are required to participate in the Illinois Municipal Retirement Fund (IMRF). IMRF provides retirement, disability and death benefits to eligible participants. These benefits are in addition to those provided by Social Security.
- Annual Bonus
 - Amount determined each year during Budget preparation
- Personal Time
 - 3 personal days each year
- Paid Sick Leave
 - 7.5 hours per month
- Paid Vacation
 - 0 – 2 years of service employees earn 7.5 vacation hours per month (12 days per year)
 - 2 – 5 years of service employees earn 9.375 vacation hours per month (15 days per year)
 - 5+ years of service employees earn 11.25 vacation hours per month (18 days per year)
- Holidays
 - Harrisburg Township Park District observes the paid state holidays for all full-time employees as determined by Central Management Services Observed Holiday Schedule.

Salary:

The Salary for Full Time Maintenance Foreman may fall in the following range:

- Minimum \$40,000.00 to Maximum \$60,000.00

Workday:

All full-time employees will work a 7.5-hour workday (37.5-hour work week).

Maintenance Department: 7:00 AM to 3:00 PM (½ hour lunch break) or

Maintenance Department: 7:00 AM to 3:30 PM (1 hour lunch break)

Contact/application information:

To be considered for the Full Time Maintenance Foreman position, please submit the following items in person to Blake Emery or email bemery@harrisburgpark.net by Friday, December 6, 2024:

- Cover Letter
- Resume
- Preliminary Interview Questionnaire (See Attached)
- Application (See Attached)

If we accept your application, we'll be in touch to schedule an interview.



Harrisburg Township Park District
Maintenance Foreman



Job Title: Maintenance Foreman
Classification: Full-Time, Salary

POSITION FOCUS

The Maintenance Foreman oversees the seasonal and part-time maintenance staff. Under direction of the Maintenance Director, leads, directs, and oversees staff, operations, and activities of assigned park maintenance crews.

SUPERVISORY RELATIONSHIPS

The Maintenance Foreman reports to the Maintenance Director. The Maintenance Foreman supervises the Maintenance Worker and all other seasonal and part-time Maintenance Staff.

ESSENTIAL JOB DUTIES

- Provides direction and oversees the operations and activities of assigned park maintenance staff.
- Oversees the scheduling and activities of staff; plans, assigns, trains, directs, and monitors staff duties
- Oversees and participates in complex projects in park maintenance.
- Works with supervisor in planning work assignments, including materials and staff resources needed to perform the work; assists in the development of work plans, procedures, and schedules.
- Performs the work of lower-level park maintenance staff as needed.
- Skill in the use of all equipment related to the areas to which assigned.
- Knowledge of methods and techniques of inspecting and maintaining the safety of parks playground equipment.
- Knowledge of operational characteristics of standard construction and maintenance tools and equipment.
- Knowledge of operational characteristics of safety requirements for the operation of trucks and other heavy equipment.
- Operates mowers, tractors, vehicles, chainsaws, and other small equipment.
- Operates Bobcat, Excavator, Dump Truck, and other heavy equipment.
- Utilize a variety of hand and power tools in park maintenance work.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules.
- Maintains a clean and organized work environment
- Additional functions may be essential

DESIRABLE CERTIFICATIONS

- Certified Swimming Pool Operator by the Illinois Department of Public Health
- Lawn Care Products Application – Licensed by the Illinois Department of Agriculture under the Illinois Pesticide Act
- NRPA - Certified Playground Safety Inspector (CPSI)

Maintenance Foreman – Preliminary Interview Questionnaire

Position Title: Maintenance Foreman – Full Time

Applicant Name: _____

1. When would you be able to start working full time?
A. Immediately B. by January 1, 2025 C. later than January 1, 2025

2. Do you have experience with the following?
- | | | |
|--|--------|-------|
| A. Electrical Work | A. Yes | B. No |
| B. Plumbing | A. Yes | B. No |
| C. General Carpentry | A. Yes | B. No |
| D. Auto Mechanic | A. Yes | B. No |
| E. Pool Equipment (Pumps, Filters, etc.) | A. Yes | B. No |

3. Please list any examples/details from Question #2
- _____
- _____
- _____
- _____

4. Do you have experience with the following equipment?
- | | | |
|-------------------------|--------|-------|
| A. Bobcat / Skid Steer | A. Yes | B. No |
| B. Excavator | A. Yes | B. No |
| C. Tractor | A. Yes | B. No |
| D. Zero Turn Lawn Mower | A. Yes | B. No |

5. Do you have any experience in preparing the following sports fields for game play?
- | | | |
|--|--------|-------|
| A. Baseball/Softball Field – Dragging and Lining | A. Yes | B. No |
| B. Soccer Field – Lining | A. Yes | B. No |

6. Have you ever held a supervisor role? A. Yes B. No

7. Have you ever been the person responsible for scheduling work tasks? A. Yes B. No

8. Have you ever worked where you have to interact with the public? A. Yes B. No

9. Have you completed any relevant educational / training courses? A. Yes B. No
If Yes, Please List the courses:

10. Please list any relevant certifications you hold:
- _____
- _____
- _____

Harrisburg Township Park District Employment Application

Harrisburg Township Park District considers applications for all positions without regard to race, color, religion, sex, national origin, disability, sexual orientation, citizenship status, or any other legally protected status.



APPLICANT

Name _____ Age _____

Date of Birth _____ Soc. Security # _____

Contact Phone _____ Drivers' License Number _____

Address _____

City _____ State _____ Zip _____

Email Address _____

Special Assistance or Accommodation Needs _____

POSITION APPLIED FOR

Position: Administrative Maintenance Pool Date of Application: _____

For Lifeguards: American Red Cross Lifeguard Certification Yes No Expires: _____

GENERAL

Have you worked at HTPD before: Yes No If Yes, give dates _____

Are you able to work: Full-Time Part-Time Temporary Seasonal

Do you have any friends/relatives who work here? Yes No If Yes, who? _____

Have you ever been convicted of a felony or misdemeanor? Yes No

You will not be automatically disqualified from employment if you answer yes

EDUCATION

High School: _____ From: _____ to _____

Did you graduate? Yes No

College: _____ From: _____ to _____

Did you graduate? Yes No Degree: _____

Other: _____ From: _____ to _____

PERSONAL REFERENCES

Please list 3 personal references: (Do not list relatives, Harrisburg Township Park District Employees or Commissioners)

One

Two

Three

Name: _____

Company: _____

Address: _____

Phone: _____

MILITARY SERVICE (U.S. ARMED FORCES OR NATIONAL GUARD OR RESERVES)

Branch: _____ From: _____ to _____ Rank: _____

EMPLOYMENT HISTORY

One

Two

Three

Company: _____

Address: _____

Phone: _____

Job Title: _____

Supervisor: _____

May we contact your previous supervisors for a reference? Yes No

AUTHORITY TO SIGN AND ACKNOWLEDEMENT

I hereby certify that all of the information provided by me in this application (or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that the falsification, misrepresentation or omission of any facts in said documents will be cause for denial of employment or immediate termination of employment regardless of the timing or circumstances of discovery.

I understand that submission of an application does not guarantee employment. I further understand that, should an offer of employment be extended by the Harrisburg Township Park District that such employment with the Harrisburg Township Park District is "at will", for no specified duration and may be terminated by Harrisburg Township Park District at any time, with or without cause or notice.

I understand that none of the documents, policies, procedures, actions, statements of Harrisburg Township Park District or its representatives used during the employment process is deemed a contract of employment real or implied. I understand that no representative of the Harrisburg Township Park District other than the Board of Commissioners has any authority to enter into an individual contract of employment with you, and any such contract must be in writing.

In consideration for employment with Harrisburg Township Park District, if employed, I agree to conform to the rules, regulations, policies and procedures of the Harrisburg Township Park District at all times and understand that such obedience is a condition of employment. I understand that due to the nature of the Harrisburg Township Park District business, attendance and punctuality are considered essential requirements of every job and that poor attendance or tardiness will result in disciplinary action.

I understand that if offered a position with the Harrisburg Township Park District, I may be required to submit to pre-employment tests and background check as a condition of employment. I understand unsatisfactory results from, refusal to cooperate with, or any attempt to affect the results of these pre-employments tests and checks will result in withdrawal of any employment offer or termination of employment if already employed. I hereby authorize any and all schools, former employers, references, courts and any others who have information about me to provide such information to Harrisburg Township Park District and/or any of its representatives, agents or vendors and I release all parties involved from any and all liability for any and all damage that may result from providing such information.

I understand that this application is considered current for 90 days. If I wish to be considered for employment after this period, I must fill out and submit a new application.

By signing below I certify, under oath, that I have never been convicted of a child sex offense or found to be a child sex offender. If I am convicted of or found to be a child sex offender, I will immediately disclose the conviction or finding to the Harrisburg Township Park District.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ, UNDERSTOOD AND AGREE TO THE ABOVE STATEMENTS.

Name of Applicant: _____

Signature of Applicant: _____ Date: _____

If Under Age 18, Parent(s) or Guardian(s) Signature(s): _____ Date: _____