



Maintenance Specialist of Facilities & Utilities

Classification: Full-Time

FLSA Status: Non-Exempt

Reports to: Director of Public Works

Career Band: 7-8 (Specialist II or Specialist III)

Pay: \$62,000 - \$73,000 DOQ

BASIC FUNCTIONS

The Maintenance Specialist of Facilities & Utilities performs a variety of skilled maintenance and mechanical tasks in keeping assigned buildings, facilities, and grounds in an orderly, sanitary, and safe condition, including duties in the operation, maintenance and repairs of village sanitary sewer including sewers, forcemains and lift stations. In addition, this position ensures the maintenance operations, and repairs of our Aquatic Center system, parks amenities, and infrastructure. This position oversees and maintains essential mechanical systems including pool filtration and chlorination systems, park irrigation networks, pumps, and motors.

The Maintenance Specialist of Facilities & Utilities verifies code compliance of all Village buildings and electrical and plumbing units. This position works frequently with other employees to maintain the effectiveness of Village services, including seasonal demands such as Aquatic Center maintenance, storm clean up and snow plowing. Candidates must be self-motivated and possess the ability to work independently with minimal supervision. Candidates must demonstrate excellent problem-solving skills, attention to detail, and a proactive approach to preventative maintenance and facility operations.

MINIMUM QUALIFICATIONS

Education: High school diploma or equivalent; preferred candidate has vocational or technical training or an Associate's or Bachelor's Degree from an accredited institution or trade school (or sufficient combination)

Experience: 3-5 years of mechanical and/or facility maintenance experience, pool operational experience, building maintenance, utilities, sewer or related field. (or sufficient combination of education and experience)

Certification: Possesses a valid Class B commercial driver's license or ability to obtain with our training program within first year of employment; Certified Pool Operator license (CPO); preferred or must be willing to obtain in first year of employment

PRINCIPAL DUTIES

- Performs troubleshooting and minor repairs of electrical wiring, plumbing, mechanical and irrigation sprinkler systems, often utilizing blueprints, and/or maintenance and repair manuals
- Performs start-up, shutdown and maintenance of all pumps, motors, heaters, valves, chemical feed, and equipment for seasonal outdoor Aquatic Center including winterizing parts of the building
- Maintains balanced water chemistry during the Aquatics summer season operations only.
- Responsible for the year-round daily maintenance of the Aquatic Center. Inspects and performs routine maintenance on heating, ventilation, and air conditioning units. Inspects and performs routine maintenance on water boilers, pumps, and motors. Make any necessary repairs.
- Maintains Park infrastructure including pavilions and gazebos. Opens and closes park bathrooms for the season.
- Performs painting and repairs utilizing proper preparation and methods of application
- Operates and maintains sewer lift stations including pumps, forcemain and air relief valves.
- Performs routine janitorial work including care of floors, walls, windows, furniture, toilet room fixtures, and waste disposal. Replace sanitary supplies and light bulbs as required.
- Inspects facilities for security, safety, or needed repairs and takes appropriate action
- Maintains supplies and communicates with vendors to prepare purchase orders for additional supplies as needed
- May supervise seasonal and/or part-time employees performing maintenance work
- Responds on off-duty hours for emergencies
- Participates in Village snow removal program
- Follows all safety rules and procedures established for work area
- Performs related duties and responsibilities as required including working in Village special events
- Inspects municipal HVAC systems, changes filters when needed, check fire extinguishers, keep first aid equipment and AED supplies current.

SKILLS, ABILITIES, AND EXPERIENCE

- Knowledge of carpentry, plumbing, mechanical, electrical wiring, painting, irrigation sprinkler systems, and related tools and equipment
- Knowledge of principles and procedures used in operation and maintenance of Village sanitary sewer system

- Knowledge of pool mechanical and filtration systems
- Knowledge of HVAC and boiler systems.
- Knowledge of occupational hazards and standard safety precautions
- Ability to perform heavy manual labor
- Ability to ensure adherence to safe work practices and procedures
- Ability to communicate clearly and concisely, both orally and in writing
- Knowledge of computer or phone electronic communications, particularly Microsoft Office
- Ability to establish and maintain effective working relationships with vendors, employees, and Village residents
- Working knowledge of HVAC systems, domestic boiler and heating boiler systems and energy saving devices or willing to learn
- Knowledge of custodial practices and procedures
- Knowledge of safe working procedures
- Ability to read and understand schematics, specifications (structural, mechanical, electrical, plumbing, and fire systems), and maintenance repair manuals
- Ability to operate hand and power tools and equipment used in performing assigned duties
- Ability to physically perform assigned duties
- Ability to perform snow and ice removal operations
- Ability to prioritize and organize work assignments and carry out work independently
- Cleaning of all Village buildings or oversight of a contractor that performs the cleaning of buildings

PHYSICAL AND MENTAL REQUIREMENTS

The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases, inclement weather conditions, hazardous chemicals

Mobility: Heavy, moderate or light lifting; walking, standing, climbing, or sitting for prolonged periods of time; operating heavy construction and motorized equipment and vehicles; performing heavy manual labor, ability to drive a truck for extended periods of time

Vision: Visual acuity to operate vehicles and equipment

Miscellaneous: Must be prepared to be on-call within rotation system in case of Village emergencies and seasonal demands (e.g. snow removal and other weather emergencies)

Apply: To apply, submit an application and resume to:

Village of Hawthorn Woods

Attn: Human Resources

2 Lagoon Dr.

Hawthorn Woods, IL 60047

Phone: (847) 847-3505

Email: edeluca@vhw.org

Application forms are available for download at www.vhw.org