



## Job Description

**Job Title:** Trades Tech I  
**Reports To:** Building & Mechanical Operations Manager  
**FLSA Status:** Full-time, Non-exempt (Hourly)  
**Wage Range:** \$19.00 - \$24.00 - \$29.00 per hour DOQ  
Employer pays 85% of medical/dental insurance premium  
Illinois Municipal Retirement Fund pension plan (IMRF)  
10 vacation days at 1 year anniversary (may use 5 days after 6 months)  
12 sick days per year (2 of which may be used as personal days)  
8 holidays-5 floating holidays  
Amenities include free golf and cart rental, camping, shelter house rental and permits

**PURPOSE.** To provide for general repairs, construction, and upgrades to preserve buildings and infrastructure as needed throughout the District utilizing intermediate-level construction, fabrication and troubleshooting skills, as well as performing some general repair and fabrication of equipment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Performs general repairs, maintenance and construction needed on facilities and properties involving carpentry, concrete, masonry, painting and roofing in accordance with all local and state building codes.
- From time to time may perform rudimentary plumbing and electrical tasks in accordance with all local and state building codes.
- Reads and interprets technical documents, specifications, sketches, building plans and/or work orders to help prepare project layout and determine dimensions and materials required.
- Shapes, cuts, constructs, and installs materials to specified measurements, using hand tools, machines, power saws and/or other related equipment in an efficient and professional manner in order to minimize waste.
- Builds and installs building components such as walls, window frames, doors and/or related projects according to specifications and local and state building codes, using raw materials or pre-constructed items.
- Constructs and installs gates, signs, posts, fences, buildings, bridges and/or other related infrastructure.
- General knowledge of electrical and manual trades-related equipment and measurement tools (powered saws, pneumatic nail guns, hammers, rulers, etc.).
- Performs general repair and maintenance of equipment, including painting and light fabrication.
- Loads, operates, transports and maintains-construction and other related equipment and supplies, including but not limited to, service or pickup trucks, equipment or supply trailers.
- Plows and shovels snow, as well as spreading salt and sand around shop areas as needed.
- Operates and maintains all tools and equipment in an appropriate manner to ensure safety, proper use, and to maximize efficiency.
- Adheres to all risk management and safety programs.
- Ensures that the shop facility is cleaned regularly.
- Files all paperwork and reports in a timely and effective manner.
- Effectively communicates and coordinates with other staff in all departments.
- Maintains regular attendance and punctuality.

**KNOWLEDGE REQUIRED FOR THE ROLE.** Must demonstrate working knowledge of the methods, materials, tools, and equipment used in the building trades, with the ability to understand and follow instructions and work somewhat independently. Must have excellent people and communication skills. Knowledge and/or certifications in electrical, plumbing, or welding are desired.

**QUALIFICATIONS.** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result. Must have a valid Driver's License.

**EDUCATION and/or EXPERIENCE.** High school diploma or general education degree (GED) required with 1-3 years related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS.** Ability to read, and comprehend simple instructions, short correspondence and memos. Ability to write reports in an organized manner. Ability to effectively present information and respond to questions from other employees, managers, and the general public.

**MATHEMATICAL SKILLS.** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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 situations where only limited standardization exists.

**MACHINES, TOOLS, AND EQUIPMENT.** Pickup trucks, snow plow, fork lifts, equipment trailers, ladders, scaffolding, and all other construction-related hand & power tool equipment.

**PHYSICAL DEMANDS.** The physical demands described here 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 the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear, taste or smell; stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Must be able to drive a vehicle.

**WORK ENVIRONMENT.** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions unless undue hardship and/or a direct threat to the health and/or safety of the individual or others would result.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibrations; outside weather conditions; extreme heat and cold. The employee is frequently exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.

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IS AN EQUAL-OPPORTUNITY EMPLOYER

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