Job Description

Job Title: Preserve Maintenance Technician I North Area

Location: Sugar River Shop

Reports To: Area Manager North

FLSA Status: Full-time/Non-exempt (Hourly)

Salary Range: $18.00 - $28.00 per hour (dependent on qualifications)

POSITION SUMMARY

The Preserve Maintenance Technician serves as a caretaker of the Forest Preserves with responsibility for maintenance, cleanliness, safety, and accessibility of green space. This entry-level position provides customer service as one of the first points of contact for preserve visitors and assists the Preserve Maintenance Technician II and Area Manager with preserve operations as needed. Typical winter hours are weekdays from 7:00 a.m.– 3:30 p.m. with no weekends (except for on-call snowplowing on a rotating basis). Summer hours are weekdays from 6:00 a.m.– 2:30 p.m., with rotating weekends and holidays required.

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

Preserve Maintenance and Groundskeeping

- Perform daily cleaning and maintenance on grounds, parking lots, roadways, picnic shelters, and outhouses to ensure safety and cleanliness, which includes, but is not limited to, picking up litter, emptying trash cans, washing or cleaning facilities, repairing vandalism, and posting shelter or campsite reservations.
- Mow and maintain turfed and landscaped areas in an appropriate and timely manner.
- Maintain trails by pruning, clearing, mowing, filling holes, replacing signage, and picking up litter.
- Assist with the planting, pruning, and removing of trees and other foliage using appropriate arboriculture skills and techniques.

Public Service and Visitor Engagement

- Effectively communicates with customers to inform them of rules and regulations to ensure their well-being.
- Collect camp fees in a professional and timely manner.

- Provide support to volunteer groups, seasonal staff, other Preserve Maintenance Technicians I and Preserve Maintenance Technicians II, and other employees as appropriate

Facilities and Equipment Operations

- Open, close, and secure preserve equipment, shops, and gates daily.
- Operate, transport, and maintain grounds maintenance equipment in a safe and appropriate manner.
- Conduct water sampling and perform well treatments to ensure safe and healthy drinking water.
- Assist the Preserve Maintenance Technician II and/or other employees with general construction tasks such as basic carpentry, concrete, roofing, plumbing, and electrical work.
- Plow and shovel snow and apply sand/salt to roads, paths, sidewalks, and parking lots.

Conservation and Safety Support

- Clean waterways and retrieve debris from floods, vandalism, or litter using boats, canoes, or waders.
- Apply herbicides to unwanted vegetation and assists with prescribed burns.
- Post boundary signs and check preserve property lines.
- Alert and assist law enforcement as needed.
- Assist Preserve Maintenance Technician II/Area Manager in completing reports and inspections promptly and accurately.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE JOB. Basic knowledge of arboriculture, horticulture, land preservation, and conservation techniques. Understanding of Forest Preserve policies and regulations. Ability to communicate effectively with the public and collaborate with staff. Ability to perform duties safely, efficiently, and effectively.

EDUCATION and/or EXPERIENCE. High school diploma or GED required. One (1) to three (3) years of related experience and/or training, or an equivalent combination of education and experience. Associate's degree or two-year technical certificate in Horticulture, Biology, Environmental Science, Parks & Recreation, or a related field preferred. Valid driver's license required. Valid Illinois Pesticide Operator's License under the supervision of a licensed Applicator, or obtain within six (6) months of hire.

LANGUAGE SKILLS. Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write organized reports. Ability to effectively present information and respond to questions from managers, customers, and the general public.

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

REASONING ABILITY. Ability to solve practical problems and respond effectively to variable conditions where limited standardization exists. Ability to interpret instructions furnished in written, oral, diagram, or schedule form.

MACHINES, TOOLS, AND EQUIPMENT. Operates and maintains trucks, riding and push mowers, trailers, tractors, snowplows, loaders, wood chippers, chainsaws, boats, canoes, ladders, and related hand and power tools for landscape and carpentry work.

PHYSICAL DEMANDS. Regularly required to stand, walk, use hands, reach with arms, climb, balance, stoop, kneel, crouch, or crawl. Frequently required to talk or hear; occasionally required to sit. 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. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT. Regular exposure to moving mechanical parts, outside weather conditions, and vibrations. Occasional exposure to heights, fumes, airborne particles, chemicals, and risk of electrical shock. Noise level is usually moderate.

FPWC will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER. The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

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Employee Signature Date