**Job Title:** Entry Level Field Maintenance Technician/Non-exempt

**Department:** Land and Facilities Maintenance

**Reports to:** Nick Sheppard, Director of Land and Facilities

**Phone:** 815-547-7935

**Email:** Nsheppard@bccdil.org

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**Position Summary:** Under direction of the Director of Land and Facilities, performs daily maintenance, operations, and repairs of Conservation Areas, facilities, equipment, and vehicles.

**Qualifications:**

- High school diploma or GED.
- Valid Illinois driver’s license/Ability to obtain a Class A Commercial Driver’s License within 1 year.
- Pass pre-employment background check.
- Pass pre-employment drug screen.
- Pass pre-employment physical.
- Ability to obtain an Illinois Pesticide Applicators License within 1 year.

**Compensation Range:** $17.00 per hour with occasional overtime. Paid vacation, sick time, and holidays. Health, dental, and vision insurance. Enrollment in the Illinois Municipal Retirement Fund.

**Essential Functions:**

Under direction of the Director of Land and Facilities:

- Perform cleaning of facilities for public use such as: Picnic areas, pavilions, restrooms, charcoal grills, fire rings, and refuse cans.
- Perform grounds maintenance to Conservation Areas and trails such as: mowing, trimming, raking, seeding, planting, mulching, watering, and snow removal.
- Operate and maintain a variety of vehicles, equipment and tools after proper training and instruction; including but not limited to: Trucks, trailers, utility vehicles, tractors, mowers, skid steers, excavators, string trimmers, saws, and power tools.
- Inspects district facilities, vehicles, equipment, and tools to ensure safe use and operation.
- Use proper safety procedures and equipment to maintain safe working environments for staff and public users.
- Informs immediate supervisor of any unsafe working conditions or equipment.
- Maintain a satisfactory working relationship with district employees and the public.
- Occasionally work weekday evenings and weekends as assigned.
- Ability to learn and understand BCCD rules, regulations, and district information and can convey this information to conservation area users.
- Ability to act as a crew leader to part-time and seasonal employees.
- Any other duties as assigned.
• Assist in carpentry, plumbing, electrical and landscaping construction projects.
• Safely and properly apply herbicides in a variety of areas.

Marginal Functions:
• Prescribed Burning - Assist with ecological prescribed burning with BCCD staff, this involves burning, preparation, and training.
• Assist Natural Resources Management staff in a variety of duties.

Psychological Considerations:
• Must work around general population in public areas.

Physiological Considerations:
• Must be able to lift 50 pounds.
• Continual walking, standing, stooping, leaning, and bending over for extended periods of time.
• Physical dexterity and fine motor skills to operate machinery and equipment.

Environmental Considerations:
• Exposed to various weather conditions including extreme heat, cold, rain, snow, and ice.
• Personal protective equipment must be worn when applicable.
• Occasional hazardous working conditions on construction sites and along roadways.

Cognitive Considerations:
• Ability to work without direct supervision.
• Ability to comprehend directions and implement them.
• Ability to use good safety awareness and judgment.
• Ability to problem solve.
• May be required to respond to emergencies.

The above is intended to describe the general content of and requirements for the performance of the job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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