

## Job Posting: Notice of Vacancy

It is the intention of the LaSalle County Park Department to fill one or more vacancies in the following job classification.

Job Classification: Seasonal Help  
Location: Catlin Park LaSalle County

Department: LaSalle County Parks Department  
2560 E 1251<sup>st</sup> Rd.  
Ottawa, IL 61350

Regular Work Week: Monday through Friday and some weekends

Hours of Work: 40 hrs/week...Varying pre-determined hours between 9a.m. and 7p.m.  
7 days a week

Wage: \$17 per hour

Position is: Non-Union

See *Job Description* for Duties, Minimum Qualifications and Physical Demands

Completed county job applications can be sent to the Parks Department  
Via email to [khenze@lasallecountyil.gov](mailto:khenze@lasallecountyil.gov)

Or by mailing it to:

LaSalle County Parks Department  
2560 E 1251<sup>st</sup> Rd.  
Ottawa, IL 61350

# LaSalle County

## Job Description



**Job title:** Parks - Grounds Maintenance Worker – Seasonal

**Work Location:** Catlin and Shabbona Parks

**Division/Department:** Parks Department

**Reports to:** Parks Manager

**Employment Classifications:**

- ☐ Full-time ☒ Part-time – Seasonal June - November
- ☐ Exempt ☒ Nonexempt
- ☐ Salaried ☒ Hourly
- ☐ Bargaining Unit

**Salary Grade:** 17.00/hr

**Current Employee holding position is:** \_\_\_\_\_

**Essential Duties and Responsibilities:**

**Assist Parks Director and Assistant Parks Director in all phases of Park operations such as parks grounds/buildings and machinery operation at Catlin and Shabbona County Parks**

- Operate vehicles and powered equipment, such as mowers, tractors, trimmers, chainsaws.
- Maintain or repair tools, equipment, buildings, fences, plumbing, benches using hand or power tools.
- Prune, buck, trim trees and shrubs. Cut and clear deadfall or storm damage with chainsaws, handsaws, trimmers, or axes.
- Mowing with commercial lawnmower. Assist with landscaping duties such as planting trees, shrubs, and grasses or watering.
- Maintaining natural areas as directed, hand pulling weeds, simple plant identification
- Assist with trail maintenance; cleaning ditches and shovel spreading of gravel.
- Gather and remove litter from Park grounds.
- Clean buildings, shelters and restrooms as needed.
- Perform related duties as assigned by Parks Manager.
- Maintain compliance with all County policies and procedures as laid out in the County's Safety Policy and Procedure Manual
- Work some weekends

**Education/certificates/Qualifications/Experience Requirements:**

- Two to three years practical experience in any of the following preferred: law care, tree service, farming, building trades, construction, parks services, forest preserves, ecological/natural areas restoration or maintenance.
- High School Diploma or equivalent required.
- Valid IL Driver's license
- Must be able to safely operate machinery and tools utilized by the Parks Department.
- Must be able to maintain equipment for daily use & assist with equipment repair and maintenance.
- Must be a self-starter with ability take the initiative, improvise, and finish assigned tasks in a timely manner.
- Good communication skills necessary; ability to answer a general question or direct park visitors as needed.

Date Revised: May 2023

Approvals: \_\_\_\_\_

**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.*

Requires sitting (4-6 hrs), standing/walking (4-6 hrs). This position experiences considerable balancing, stooping, crouching, bending, and reaching movements. **Defined Heavy Work** - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Visual acuity needed to perform activity such as: operate machines and/or mechanical equipment, motor vehicles, as well as make observations of work completed, structures/facilities. Requires repetitive use of wrists, hands, and fingers as well as grasping, lifting, pushing and pulling equipment in daily tasks.

**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.*

Most activities are performed outdoors in variable weather conditions. The worker is subject to noise at levels sufficient enough to cause the worker to shout in order to be heard above an ambient level. The worker is subject to vibration on equipment and jarring movement while traversing rough terrain on equipment. There is a potential exposure to pinch hazards and proximity hazards such as moving mechanical parts and exposure to lawn maintenance chemicals. **Ability to walk over rough & broken ground. Ability to perform work alone or as part of a team. Employees will be required to wear a uniform use personal protective equipment (PPE) at all times.**

This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties or tasks as requested by management. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities

**LaSalle County reserves the right to modify, interpret, or apply this job description in any way the County desires. This job description is not intended nor should be construed to be an exhaustive list of all responsibilities, tasks, skills, efforts, working conditions, or similar behaviors, attributes or requirements associated with this position. The aforementioned job requirements are subject to change to reasonably accommodate qualified individuals with a disability.**

**This job description is not an employment contract, implied or otherwise. Except as otherwise provided by a collective bargaining agreement or applicable law, all employees are at-will. This job description is not intended to void, replace, or conflict with negotiated union contracts. To the extent a collective bargaining agreement conflicts with this job description, the collective bargaining agreement shall supersede and/or modify this job description.**

**I have read, reviewed and agree that this job description accurately reflects the position.**

**ACKNOWLEDGEMENT**

I have read or had explained the essential duties, responsibilities and minimum qualifications of this position for which I am expected to perform. I have reviewed the essential functions and work environment characteristics and I understand them completely.

**Print Employee Name:**

**Employee signature:**

**Date:**

Date Revised: May 2023

Approvals: \_\_\_\_\_

<b>Supervisor signature:</b>	<b>Date:</b>