



### **Position: Community Center – Maintenance Lead**

- **Type:** Part-time
- **Salary/Pay Rate:** \$18 - \$22/hour
- **Posted Date:** 9/28/23
- **Submit Resume along with 3 professional references to [cpsjobs@villagrove.org](mailto:cpsjobs@villagrove.org), in person at Administrative Office, or mail 120 N. Main Street, Villa Grove, IL 61956.**

**HOURS:** Hours per week will consist of 10 – 30 per week, this position is a late night/early morning shift when building is not open to the public.

**SUMMARY:** Under direct supervision of the Director, this position is responsible for the cleaning and maintenance of the facility.

Must be 18 years or older to apply.

#### **ESSENTIAL DUTIES:**

- Custodial work throughout the building.
- Perform routine maintenance/repairs on equipment.
- Manipulate small projects, (e.g., replace light bulbs, belts, etc.)
- Operate small equipment such as vacuum, pressure washer, buffers, etc.
- Weather related activities relating to building operations (e.g., snow removal, etc.)
- Must be available to work nights/early morning as needed.
- Follow written and/or verbal instructions.
- Grounds maintenance.
- Perform other duties as assigned.

#### **DESIRED KNOWLEDGE AND SKILLS**

- Work independently with minimal supervision.
- Ability of flexible schedule.
- Knowledge of maintenance and minor repair as it relates to public buildings.
- Ability to operate heavy machinery unassisted.
- Knowledge of general software.
- Knowledge of how to properly manage exposure to chemicals, electrical and plumbing materials and the use of SDS sheets.

#### **CERTIFICATIONS AND LICENSES**

- High school diploma or equivalent.
- Must possess a valid Driver's License.



## **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.

Work is performed in an indoor and outdoor environment. While performing the duties of this job, the employee will work with moving mechanical parts, fumes, or airborne particles and chemicals such as cleaning chemicals, paints, chemicals and/or similar solutions. The employee may be exposed to outdoor weather conditions. The employee may regularly travel to and from buildings to complete job responsibilities and tasks assigned.

## **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.

- The employee must occasionally lift and/pr move up to 50 pounds.
- Physical effort may require, but not limited to, lifting weights, squatting, bending, reaching, spotting, and prolonged standing and walking.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Manual dexterity enough to complete daily work such as room setups/breakdowns, cleaning, drive and operate machinery and operate other office equipment.