



**TOWN OF NORMAL**  
invites applications for the position of:

## **Maintenance Specialist I (Ironwood Golf Course)**

**SALARY:** \$44,019.00 Annually

**OPENING DATE:** 01/04/22

**CLOSING DATE:** 01/18/22 05:00 PM

### **JOB DESCRIPTION:**

The starting salary for this position is between \$44,019 and \$51,785 depending on qualifications; full salary range is up to \$70,006.

#### **Parks and Recreation Department**

The Normal Parks and Recreation department employs 33 full-time staff and over 500 part-time and seasonal employees. The department maintains a wide variety of recreation facilities including 17 municipal parks that span 700 acres of open space. Constitution Trail is a hard surface trail through the Twin Cities that spans over 45 miles.

#### **Maintenance Specialist I – Ironwood Golf Course**

This position reports to the Park Supervisor who oversees all maintenance operations at Ironwood Golf Course. The maintenance operation includes mowing, vehicle/equipment maintenance, pesticide applications, fabrication, carpentry, landscaping, and other duties. This position will be responsible for supervising seasonal employees in the absence of the Park Supervisor. This position places safety as a top priority and is responsible for maintaining a clean and organized chemical storage facility.

### **DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Assists in maintaining golf course grounds and right of ways as well as other Town properties in some circumstances.
- Assists in various landscaping activities such as tree planting & removal, planting flowers and perennials, weeding, watering, fertilization, and installation of pavers and retaining walls.
- Mowing golf greens, tees, fairways, rough, and native grass, as well as performing service and maintenance on equipment used.
- Performs building maintenance on Golf Maintenance garages, restrooms, shelters, including carpentry, repairs, painting, and custodial work.
- Assists with the service and maintenance of golf course equipment and vehicles and maintains up to date equipment preventative maintenance records.
- Communicates positively and effectively with the Park Supervisor and other Golf Course and Town staff and officials, vendors and public.
- Provides lead-person supervisory authority over non-regular employees in the absence of the Park Supervisor.
- Available for work during non-typical work hours as well as weekends during the golf season.
- Develop a safety-conscious approach to work, keep work environment as hazard-free as possible and report hazards to co-workers and supervisors, cooperate and assist co-

workers, supervisors and safety committee members in working safely.

- Performs other duties as assigned.

## **REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Knowledge of general golf course maintenance practices and understanding of how job performance affects playing conditions on the golf course.
- Must possess and maintain a valid class "D" Illinois Driver's License and have ability to obtain a Commercial Driver's License
- Must possess and maintain an Illinois Department of Agriculture Pesticide Operator's License or ability to obtain this license within one (1) year of employment.
- Ability to learn the operation and maintenance procedures of all equipment, including trucks, tractors, loaders, hand and power tools, mowing units, push mowers and string trimmers.
- Ability to deal positively and effectively with the general public and coworkers.
- Physical ability to lift and move heavy objects, bend, stoop, twist, pull, and push; and stand and walk on hard, mushy, and/or uneven surfaces.
- Physical ability to work in a variety of weather conditions including cold, heat, high humidity, rain or snow.
- Ability to utilize technology in maintaining accurate records and performing daily tasks.
- Basic mechanical skills and abilities.

## **DESIRABLE TRAINING AND EXPERIENCE:**

Graduation from a standard high school or equivalent, or from a vocational school. Some relevant experience is required, or any other training and experience that provides the required knowledge, skills and abilities.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.normal.org>

Position # 253  
MAINTENANCE SPECIALIST I (IRONWOOD GOLF COURSE)  
JK

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**The Town of Normal is an equal opportunity employer.**

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