



VILLAGE OF HANOVER PARK  
invites applications for the position of:  
**Building Maintenance  
Worker**

An Equal Opportunity Employer

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**SALARY:** \$22.32 /Hour

**OPENING DATE:** 01/12/18

**CLOSING DATE:** 02/02/18 04:00 PM

**JOB SUMMARY:**

Under general supervision, performs building maintenance, alteration, troubleshooting and repair duties of low complexity involving HVAC, carpentry, painting, plumbing, electrical, and performs janitorial maintenance for all municipal buildings and the commuter train station facility, and other duties as assigned.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

Perform maintenance for all municipal buildings and commuter train station facility as required including, but not limited to the following: clean and maintain restrooms, floors, doors, windows, trash receptacles, exterior of facilities, and graffiti removal. Perform daily, weekly, monthly rounds to insure proper building operation and supplies.

Check mechanical systems for proper operation. Systems that are checked include: heating, air conditioning, ventilation, generators, compressors, unit heaters, overhead doors, sump pumps, etc. and ability to perform basic maintenance on various types of equipment, i.e. replacement of filters, oiling of motors, greasing of bearings, replacing belts, cleaning of coils, etc.

Assist in troubleshooting and repair of various mechanical systems such as heating and air conditioning control circuits, compressor malfunctions, fuel systems, mechanical systems, electrical and plumbing repairs, etc.

Perform electrical maintenance and repairs including changing light bulbs, checking ballasts, replacing switches or outlets, and checking amp draws on electrical equipment to confirm that motor starter controls are working properly. Must be able to use an electrical meter properly for amps, volts and ohms.

Collect daily parking fees from meters at the commuter parking lot and submits receipts to the Village Collector's office.

Set up, operate and take down the Village special events, i.e. Maxwell Street, Police auctions, and other fests as assigned which includes set-up of tents, staging, electrical power and generator hook-up, fencing installation, water supply, signage, layout, operations, clean up, take down and recap.

Following Village Exposure Control Protocols, cleans Village facilities, equipment and/or furnishings after bloodborne pathogen exposure incidents.

Respond to emergency calls 24 hours a day, seven days a week.

Follow all safety regulations, policies and procedures. Report all unsafe conditions and acts to supervisor. Report all accidents to the supervisor immediately whenever possible, but no later than end of the employee's work shift. Follow recognized safe work practices.

Perform other duties as requested or assigned which are reasonably within the scope of the duties enumerated above.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION &/OR EXPERIENCE:**

High school diploma or general education degree (GED); one to two years of experience in general maintenance and repair, including minor plumbing, electrical, carpentry and mechanical experience; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Requires possession of a valid Illinois CDL class B vehicle license or ability to obtain one within 6 months of hire.

Requires possession of EPA section 608 universal refrigeration card or ability to obtain one within 12 months of hire.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.hpiljobs.org>

Job #01122018  
BUILDING MAINTENANCE WORKER  
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OUR OFFICE IS LOCATED AT:

2121 Lake Street  
Hanover Park, IL 60133  
630-823-5660  
[jobs@hpil.org](mailto:jobs@hpil.org)

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**Building Maintenance Worker Supplemental Questionnaire**

\* 1. Are you 18 years of age or older?

Yes  No

\* 2. Do you currently have a valid Illinois driver's license?

Yes  No

\* 3. Do you have a valid Commercial Driver's License(CDL)?

Yes  No

4. If "Yes" please provide which Class of CDL you have (A, B, C?).

\* 5. Do you have a valid EPA 608 Universal Refrigerant Certification?

Yes  No

\* Required Question