



The Pleasure Driveway and Park District of Peoria, Illinois



April 28, 2015 Job Opening – Business Division Environmental Health & Safety Manager

POSITION: Full Time

REQUIREMENTS:

- Bachelor's Degree in Environmental Health, Occupational Safety and Health or related field. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for part of the educational requirement.
- Prior experience in safety/risk management with experience in the public sector strongly preferred.
- Must be well-organized, self-motivated and detail orientated.
- Ability to create, enhance, organize and conduct training and education programs that communicate effectively the concepts required.
- Ability to promote safety and motivate employees throughout the district to cooperate fully in accomplishing occupational safety and risk management goals.
- Extensive of knowledge state, federal and local environmental safety and health laws and standards applicable to public employers.

DUTIES:

- Develop goals and objectives for compliance program enhancements including training, recordkeeping, on-site visits, environmental data gathering, and employee behavior observation.
- Gather and document facts relevant to reported accident and injury investigations and identify causal factors for intervention development.
- Completes inspections of district properties and equipment as required including identification and documentation of potential safety and risk exposures with the development of effective countermeasure strategies where necessary to minimize exposure situations.
- Performs playground safety audits according to established approved standards. Analyzes inspection records and develops playground maintenance recommendations to ensure continued compliance with approved standards.
- Facilitate the achievement of all components essential to satisfy park district and PDRMA training goals (i.e. training module development, training presentations, and database management) intended to maintain compliance with provisions outlined in state, federal and local laws and regulations and established park policy.
- Maintains certifications: NRPA Playground Safety Inspector, Medic First Aid CPR/AED Instructor, UST Class A, B, and C Operator, and IDPH Licensed Asbestos Inspector. Must complete OSHA 40 hour occupational safety and health program or its equivalent.
- Required to be on call for emergencies and must work some evenings and weekends.

OTHER:

- Starting salary range is \$45,000 to \$55,000 annually depending on qualifications and experience.

How to Apply: Applications are available at the Park District Administration Office or can be downloaded/printed from www.peoriaparks.org under "Join Our Team". Applicants may submit a resume, but to be fully considered for this position an application must be completed. Applications will be reviewed until position is filled.

To ensure full consideration, applications/resume should be forwarded in a timely manner to: PEORIA PARK DISTRICT - Human Resources Manager, 1125 West Lake Ave, Peoria, IL 61614 or fax to: (309) 686-3352.

**PEORIA PARK DISTRICT
Human Resources Manager
1125 West Lake Ave
Peoria, Illinois 61614**

The Peoria Park District hires without regard to race, religion, sex, pregnancy, age, national origin, ancestry, sexual orientation, marital status, unfavorable discharge from military service, or disability to perform the tasks of the job. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.



The Pleasure Driveway and Park District of Peoria, Illinois



May 8, 2015 Job Opening – Parks Division Forestry Laborer

POSITION: Full Time

REQUIREMENTS:

- Must be at least 18 years of age.
- High school diploma required.
- Two years of experience in arboricultural practices.
- Requires a valid Illinois State CDL Driver's License.
- General knowledge of forestry operations and equipment.

DUTIES:

- Assisting in removal of dead trees and stumps.
- Assisting in tree surgery work.
- Trimming trees and shrubbery.
- Support all aspects of Peoria Park District safety procedures.
- Perform all other duties as assigned.

OTHER:

- Pay range: \$19.73 to \$23.96 per hour.
- This position is represented by Laborer's Local 165.

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The Pleasure Driveway and Park District of Peoria, Illinois



May 6, 2015

Job Opening – Naturalist/Program Coordinator Recreation Division – Forest Park Nature Center

POSITION: Full-Time

REQUIREMENTS:

- Bachelor Degree in Biological Science, Environmental Education or Related Field.
- Minimum of one (1) year as interpretive naturalist.
- Extensive knowledge in terms of making spontaneous observations along with trail and interpreting them effectively to people of all ages and various backgrounds.
- Ability to create, plan, implement, and coordinate programs with broad public appeal.
- Ability to work flexible hours, including weekends and evenings.
- Must possess good customer service and organizational skills.
- General knowledge of marketing principals and public relations.
- Experience with and ability to work harmoniously with the public, Peoria Park District Personnel and City of Peoria Personnel.

DUTIES:

- Coordinating Nature Center programs and special events and programming staff.
- Conducting training, reviews, and assessments of interpretive staff throughout the Park District.
- Coordinate the Nature Center's membership program including database management, membership relations and special events.
- Developing and conducting programs at Forest Park, Sommer Park, Tawny Oaks, Camp Wokanda, and in the local school systems.
- Preparing and submitting program reports on attendance and recommendations.
- Inspecting Forest Park Preserve regularly.
- Conducting nature tours for all ages, designing and preparing exhibits.
- Contributing to various publications and preparing public relations materials.
- Performing maintenance and upkeep requirements as required.
- Responding to phone inquires concerning problem solving and information regarding local flora and fauna.
- Recruiting, organizing, and training volunteers, docents, and part-time employees.
- Follow all safety procedures that pertain to the duties performed. Supports all aspects of the Park District's safety program.
- All other duties as assigned.

OTHER:

- Under the Supervision of the Chief Naturalist.
- Salary range is \$33,000 - \$38,000 annually depending on qualifications.

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The Pleasure Driveway and Park District of Peoria, Illinois



May 6, 2015 Job Opening – Recreation Division Leisure Services Coordinator

POSITION: Full Time

REQUIREMENTS:

- Four year degree with a major in Park and Recreation Administration, Community Education, Business Administration or related field. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Two years field experience in Recreation or Community Education Programming desired.
- Ability to effectively communicate both verbally and in writing.
- Must possess excellent customer service and organizational skills.
- Understanding of basic philosophy underlying a sound community recreation program and ability to interpret that philosophy to the staff and to the public.

DUTIES:

- Plan, organize, promote, supervise, and evaluate community programs such as the Amphitheatre Program, Community Recreation Program, Camp Zone day camps and special events including the Clyde West Fishing Derby, Third of July Fireworks, Calls from Santa, and others as assigned.
- Select/hire personnel, conduct orientation, train and evaluate support staff.
- Prepare and submit records and reports, including attendance, payroll, and activity schedules.
- Confer with community groups, agencies, businesses and school principals to coordinate Park District programs.
- Oversee the registration process for all recreation programs including supervision of staff and establishing and operating computerized registration system.
- Perform all other duties as assigned.

OTHER:

- Starting salary level is \$33,000 - \$38,000 annually based on qualifications and experience.
- This is an exempt level position. Some evenings and weekends will be required.

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