



## **Superintendent of Maintenance**

### **Position Summary:**

This person has primary responsibility for the park maintenance department, management of parks and facilities, fleet maintenance, playgrounds, athletic fields, maintenance schedules, picnic shelters, vandalism maintenance management, and facility maintenance.

The Maintenance Superintendent manages, directs and supervises full-time and seasonal staff of the Field Maintenance and Maintenance Departments. The supervisor must be available for weekend, special event, and Holiday work hours along with emergency callouts. This is a full-time IMRF position, which includes low-cost health, vision and dental benefits along with an agency provided cell phone. Park District residency required within six months of hire date.

### **Essential Job Duties:**

- Directs, oversees, and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors workflow.
- Provide staff training so that the park staff is trained in most phases of park maintenance, as well as daily supervision of Park District Policies.
- Plans and schedules work in accordance with goals established with the Executive Director.
- Recruits, interviews, and recommends to the Executive Director part time personnel to be employed by the District and in accordance with approved practices.
- Helps coordinate staff, materials, equipment and project needs.
- Recommends goals and objectives to the Executive Director; assists in the development of policies and procedures.
- Prepare weekly and monthly reports.
- Evaluates and recommends park improvement needs to the Executive Director as part of the annual budget process.
- Responsible for ordering all materials and supplies required to maintain the parks and facilities of the District within the annual budget.
- Evaluates maintenance staff performance.
- Exercises considerable independent judgment in determining the materials and methods to be used in carrying out assignments.
- Assists Recreation Department in the planning and scheduling of field usage and park maintenance routines, building repairs and improvements.
- Meet weekly with the Executive Director and management team to plan, communicate, and facilitate weekly operations and priorities.

- Investigates and acts upon requests, suggestions and complaints concerning park services and maintenance.
- Inspects regularly and appraises the need for repairs or improvements in parks or recreation facilities.
- Responsible for the regular inspection and repair of all playgrounds, athletic fields and facilities, including the effective documentation of all inspection and repair records.
- Responsible for the coordination, scheduling and execution of snow removal. This includes the procurement of salt and other ancillary materials along with the maintenance of snow removal equipment.
- Be present and actively involved in the planning, operations, and management of the District's special events.
- Attend all staff meetings, Board meetings, SIPRA meetings and State conference.
- Perform any additional related tasks as directed by the Executive Director.

**Physical Considerations:**

- Standing, kneeling, bending, and sitting are regularly required to perform job functions.
- Must be able to lift up to 50 pounds at times.
- Must be able to climb up and down: ladders, vehicles, and equipment.

**Psychological Considerations:**

- Must be able to think critically and offer solutions as problems arise.
- Must be able to work closely with co-workers.
- Must be able to work well with the general public.

**Environmental Considerations:**

- Exposure to rain, snow, ice, heat, cold, and other extreme weather conditions for long periods.

**Cognitive Considerations:**

- Identify proper PPE required to safely perform job tasks.
- Must have good problem solving and communication skills.
- Intermediate level written and verbal communication in the English language
- Intermediate skills in Microsoft Office software.
- Must have the ability to read, write, and organize materials.
- Ability to maintain self-control, confidentiality, and composure in difficult situations.

**Education, Experience, and Training:**

- High School Diploma or equivalent.
- Preferred college degree or equivalent job experience in grounds and building maintenance or Parks and Recreation.
- Must possess a valid Illinois Driver's License with excellent driving record.

- Knowledge and experience in maintenance and basic supervision skills are required.
- Microsoft Word, Excel, and computer skills required.
- Required to obtain Certified Playground Safety Inspector (CPSI) certification and Illinois Pesticide License within one year of beginning employment.
- CPR/AED certification is required, and training will be provided by the Park District.

**Essential Job Functions:**

- Ability to observe and report safety hazards.
- Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups and Park District employees.
- Ability to resolve differences and problems that arise.
- Ability to effectively problem solve and adapt to change.
- Ability to identify and respond quickly to emergency situations.
- Strong personnel management, coaching, supervision, budget and development skills.

Please send resumes to: [apply@graniteparkdistrict.com](mailto:apply@graniteparkdistrict.com)