



## Special Projects Supervisor Des Plaines Park District

**Contact Name:** Nicole Dale

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**Closing Date:**

**Salary:** \$70,000-\$75,000

### **Description:**

**ABOUT US:** The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal. **Due to an upcoming retirement, we have this exciting opportunity!**

### **JOB IDENTIFICATION:**

Job Title: Special Projects Supervisor

Grade: 11

FLSA: Non-Exempt

Department: Parks

### **SUPERVISORY RELATIONSHIPS:**

Reports to: Superintendent of Parks & Planning

Supervises: Full Time Special Projects II, Special Projects I, Part-Time Staff

**BASIC FUNCTION:** The Special Projects Supervisor is responsible for the management of a variety of special construction projects throughout the District. The position oversees playground installations inspections and maintenance.

**SCHEDULE:** Monday-Friday, 7:00-3:30pm

### **ESSENTIAL DUTIES:**

1. Plan, organizes and manages special projects throughout the District.
2. Oversees hiring, staff schedules, daily direction and evaluations for assigned staff.
3. Plans, prepares and oversees budget.
4. Oversees playground/park/park ID sign inspection and maintenance program.
5. Coordinates snow removal district wide as assigned.
6. Regularly coordinates maintenance activities with other supervisors.
7. Completes reports, processes payroll and regularly utilizes a computer.
8. Set standards and procedures for areas of responsibility.
9. Procurement of supplies and equipment.
10. Operates various trade specific equipment such as skid steer, boom lift, back hoe.
11. Oversees the completion of work orders as assigned and assists the Recreation Department and Facilities by overseeing the requirements for major outdoor special event needs.

12. Assists with seasonal operations of Lake Park including marina maintenance (weir, piers & docks), clubhouse maintenance, shelter maintenance and special event setup.
13. Manages fire alarm and fire extinguisher inspection and maintenance district wide.
14. Oversees district wide master key program including door/frame/lock repair.
15. Coordinates projects and purchasing with contractors and vendors.
16. Responds to public inquires and complaints.
17. Prepares, recommends and manages operating and capital budgets.
18. Works/volunteers for annual 3 day community Fall Fest event, third weekend in September.
19. Oversees the setup, take down and maintenance of district fencing, windscreens and banners.
20. Semi-annually performs improvements and upgrades to Mountain View Mine Adventure Golf Center amenities and infrastructure.

#### **OTHER DUTIES:**

1. Act as liaison to the City of Des Plaines Public Works department and July 4th
2. Make recommendations and prepares specifications for capital and other improvements as assigned.
3. Attend training sessions for professional development.
4. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
5. Provide support as assigned for district wide events and emergency repairs in other areas of the district.
6. Manage the memorial bench program
7. Wildlife management throughout parks as assigned.
8. Oversee repairs to facility roofs and building envelopes as assigned.
9. Follow through on all vandalism reports. Including inspecting, reporting and restoration.
10. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
11. Perform additional duties as assigned.
12. Member of a Park District committee as assigned.

#### **POSITION QUALIFICATIONS:**

Education: Associates degree or certification program requiring two years to complete in building Trades

#### **AND/OR**

Experience: At least 5 years supervisory experience in related trades field.

Demonstrated competencies within multiple trade disciplines such as; plumbing, electric, equipment operation, welding, concrete install/removal, HVAC repair, landscaping, carpentry, commercial painting. Must be able to read and understand blueprints and construction drawings. Basic computer skills: Outlook, Word and Excel.

Certifications: CPR and First Aid Certification, *Classes available through Park District*, Valid Illinois Driver's License, Certified Playground Safety Inspector (CPSI)

#### **PERKS & BENEFITS: FULL TIME STAFF**

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

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