



Projects Foreman

Wheeling Park District

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Closing Date:

Salary: \$75,000 - \$85,000

Description:

Projects Foreman

Job Status: Full Time – Exempt

Reports To: Superintendent of Park and Facility Services

Supervisory Responsibility: 3 Full Time Projects Specialists

Position Summary

Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in parks and recreation, construction management or a closely related field preferred. A minimum of five (5) years of full-time experience in property management, public works, mechanical, parks maintenance and/or construction management and a minimum of two (2) years supervisory or administrative experience. Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted.

Essential Job Duties

- Performs construction duties, including but not limited to, plastering, painting, drywall, flooring, masonry and tuck pointing, concrete flat work, footings, park site amenity installation, playground equipment installation, fences, and bridges.
- Supervise, lead, direct, evaluate, hire and manage three (3) Projects Specialists.
- Performs duties as a staff leader on specific projects for a group of parks specialists, giving direction, advising, and answering questions.
- Constructs playgrounds.
- Provides preventive maintenance and a variety of rough and finish carpentry and general building construction for Park District buildings and grounds.
- Maintains a pro-active approach to safety and risk management. Involved in creating, implementing, and evaluating sound risk management policies and procedures. Is prepared and cooperative with annual loss control review process.

- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Estimates equipment and material needs for specific job assignments.
- Provides, and monitors budgets for district projects
- Purchases, maintains and oversees inventory of supplies and equipment.
- Submits and maintains accurate records and reports.
- Assists inspectors and other district employees on building code compliance.
- Inspects parks and building facilities on a weekly or daily basis.
- Performs general park and building maintenance, construction, and special setups as assigned.
- Snow removal in winter months.

Position Requirements

Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in parks and recreation, construction management or a closely related field preferred. A minimum of five (5) years of full-time experience in property management, public works, mechanical, parks maintenance and/or construction management and a minimum of two (2) years supervisory or administrative experience. Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

Knowledge

- Must have working knowledge of all carpentry, woodworking and knowledge of plumbing, H.V.A.C., electrical and concrete maintenance and construction.
- CPSI certified.
- Strong leadership skills.
- Strong problem-solving and critical thinking skills.
- Must be a strategic thinker with a strong work ethic, highly motivated, self-starting, outgoing and energetic.

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed outdoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

Rate of Pay: \$75,000 - \$85,000/year, DOQ

In exchange for your time and talent, we offer a generous benefits package including: Medical Insurance: Blue Cross Blue Shield HMO, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.

Please complete the full application with the Wheeling Park District via the following link:
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=115401&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>