



Facilities Supervisor - WCC & Rec Buildings Elmhurst Park District

Contact Name: Brian Montgomery
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Closing Date:
Salary: \$55,423/year DOE

Description:

PLEASE APPLY ONLINE AT: <https://elmhurstpark.bamboohr.com/careers/174>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **FULL-TIME** job opportunity for a **FACILITIES SUPERVISER** who will oversee our **Wagner Community Center and Recreation Buildings!** This is an exciting position supervising Facilities Specialist staff which includes providing ongoing leadership, foresight and motivation to staff. This position will work closely with the Recreation Department provide customer service excellence to all who visit our buildings and participate in programs.

We are looking for an independent and motivated individual with a strong attention to detail. This is a great position for someone who is a team player and wants the opportunity to grow and be part of the Elmhurst Park District culture.

WHAT YOU'LL DO: As Facilities Supervisor, you will focus on directing, mentoring, and supervising Facilities Specialists, planning and supervising building and facility maintenance, managing custodial operation and coordinating inventory control.

- Manage staff schedules and assign daily work orders.
- Manage independent contractors.
- Participate as an active member of the Districts Safety Action Team.
- Coordinate annual inspections for building and fleet fire extinguishers
- Conduct routine inspections to develop and implement work orders and improvement projects
- Monitor performance of contractual services, i.e. portable toilets/pest control
- Prepare specifications and bid documents for custodial/building/facility related contractual maintenance and projects

- Monitor, manage and ensure proper levels of safety and cleanliness
- Recommend and identify cost of capital improvements and repairs for recreation facilities

WHAT YOU'LL BRING:

- Bachelor's degree in Recreation or related field with 4 years' experience in facility maintenance and/or management and 2 years supervisory experience
- Valid IL Driver's License
- Knowledge of park, building and facility maintenance practices
- Knowledge of theory and philosophy of recreation and park management
- Knowledge of principles and techniques relating to maintenance, layout, design and construction of parks and recreational facilities, as well as knowledge of plans, specifications and architectural drawings
- Knowledge of park maintenance equipment and ability to operate power tools and heavy equipment
- Proficiency in computer word-processing and spreadsheet application
- Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

Monday-Friday 7am - 4pm (two days a week 11am-8pm, one Saturday a month with a day off during the week).

WHAT YOU'LL GET:

- The anticipated starting pay for this exempt position is \$55,423/year. The starting pay will be determined based on pay equity and the budgeted amount.
- This position falls under pay Grade 5 with a range of \$55,423-\$77,592.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)