



Full-Time Assistant Director of Operations - Facility Maintenance

Fox Valley Park District

Contact Name: Lynn Fenton

Contact E-mail: lfenton@fvpd.net

Contact Phone: 630-966-4517

Closing Date: 2017-11-10

Salary: \$66,500/yr. or more depending on qualifications

Description:

To apply please complete an online employment application on our website:
www.foxvalleyparkdistrict.org

Location: Cole Administration Center, 101 W. Illinois Ave., Aurora, IL 60506

Hours: Monday - Friday 7:00 am – 4:00 pm, occasional evenings and weekends to address emergent issues and/or special projects.

Salary: \$66,500/yr. or more depending on qualifications.

Qualifications: A Bachelor's degree is desired, with at least eight years of related experience, three (3) years at a supervisory/management level. Comprehensive knowledge in facilities maintenance, construction administration, or closely related discipline. Must possess excellent analytical, budgeting and reporting skills to evaluate and recommend alternative actions with minimal direction. Personnel management skills necessary to effectively plan, motivate, train and supervise the work of professional and technical staff. Must have strong communication skills and experience in directing maintenance crews. Proficient computer skills in MS Office and work order applications with aptitude to learn and evaluate other software systems. Certification in HVAC and Aquatic Facility Operations (or CPO) preferred. Certified Park and Recreation Professional preferred. Must have a valid Illinois Driver's License and be able to provide own transportation.

Duties: Under the direction of the Director of Operations, the Assistant Director of Facility Operations is responsible for the overall, capital improvements, and quality maintenance and repair of all indoor and outdoor district facilities including playgrounds, shelters, aquatic centers, community centers, structures, etc. This includes all physical elements and systems in buildings and park facilities such as electrical, plumbing, HVAC and aquatic systems, roofs, building interiors and exteriors, potential construction and repair projects. The Assistant Director serves as a member of the district management team and collaborates closely with parks and recreation personnel. This position directly oversees the Facilities & Trades Manager and the Aquatics Maintenance Supervisor. This is an at-will position.