



## **Assistant Director of Parks and Planning**

### **Bloomington Park District**

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**Closing Date:**

**Salary:** \$47,476-\$71,214 DOQ

#### **Description:**

Bloomington Park District

Assistant Director of Parks & Planning

Job Description

Department: Parks and Planning

Accountable to: Director of Parks and Planning

Position Summary: This position serves as a working foreman and requires leadership and supervision of personnel and the execution of all associated parks maintenance responsibilities.

Management of the agency's GIS system is a responsibility of the Assistant Director of Parks and Planning.

Parks maintenance positions at the Bloomington Park District demand efficient, courteous, and safe performance of the duties assigned to each specific position as well as general responsibilities related to maintaining safe, clean, and attractive parks and facilities. All Parks Department employees are expected to exercise sound judgment and decision making in the best interest of the Park District and its patrons. Parks Department employees are responsible for the appearance of all Park District facilities.

Each Bloomington Parks Department employee is expected to arrive at work punctually and prepared with a plan for the coming day's activities. Performance will be evaluated on demonstrated skills, the efficiency and effectiveness in which work is completed, and the employee's ability to manage their time in a manner that maximizes productivity and controls labor and material costs to the organization.

Function: Under the direction of the Director of Parks and Planning, the Assistant Director of Parks and Planning is responsible for ensuring that the department's responsibilities are carried out efficiently and effectively. The Assistant Director of Parks and Planning is responsible for actively leading, managing, maintaining, repairing and improving the parks and facilities of the Bloomington Park District and the supervision of this work.

Qualifications:

- High school graduate or equivalent.
- Five years of increasingly responsible public grounds and facility maintenance experience preferred. Experience with GIS software and systems.
- Must have and maintain valid Illinois Drivers License.
- Must be capable of acquiring and maintaining current CPR certification.
- Must be capable of acquiring and maintaining Pool Operator Certification from the National Swimming Pool Foundation.
- Must obtain formal training in playground safety.
- Understanding of facility and equipment operations, including but not limited to: health department requirements and maintenance of aquatic facilities; principals of electrical systems and motors, plumbing piping and fixtures, HVAC routine maintenance, installing and repairing drywall paint and various wall coverings, different floor types and maintenance and repair practices, various roofing systems with needed maintenance and repairs, proper use of janitorial and landscaping equipment, chemicals and supplies.
- Must be comfortable using computers for email, word processing, spreadsheet development/interpretation, and able to continue learning as technologies advance.

#### Essential Job Functions:

- Receiving direction from the Director of Parks and Planning, supervise Parks Department staff, full- and part-time.
  - Perform and assist with the planning of department duties.
  - Perform the job in compliance with District policies, procedures, work rules and employee manuals.
  - Perform and assist with the professional development of subordinate staff, including performance evaluations, and progressive discipline.
  - Actively work in parks and facilities while supervising staff, work plans and tasks.
  - Train and supervise others in compliance with District Safety Policies and Procedures
  - Adhere to, train others, and actively enforce safety procedures of the District and its overall risk management program.
  - Demonstrate and support the Park District's mission statement, vision, and core values.
  - Ability to inspect, identify, perform, and supervise others in the repair needs on all park district assets.
  - Must be able to safely perform duties in the presence of the general population and or park patrons in public areas.
  - Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others, interruptions, and work with accuracy and efficiency.
  - Exercise considerable independence in performing duties.
  - Ability to operate all District vehicles and equipment.
  - Perform and supervise others in general building maintenance tasks including but not limited to custodial, mechanical, plumbing, and carpentry.
  - Supervises and performs all required tasks to maintain Park District buildings, entire aquatic facility, fountains, irrigation, grounds, equipment, projects and tasks needed following written or verbal site construction plans.
- Management of the agency's GIS system is a responsibility of the Assistant Director of Parks and Planning.
- Assists in installing, inspecting, maintaining and repairing; building, aquatic facility, spray-ground, drinking, decorative & interactive fountain and playground equipment.
  - Must understand and maintain the ability to operate The Oasis Pool mechanical systems.
  - Supervise staff or hire outside contractors in the maintenance and repair of building systems (HVAC, plumbing, electrical, etc.)
  - Maintain Park District turf areas including mowing, trimming, aerating, seeding and fertilizing.

- Perform landscape maintenance to include watering, mulching, weeding, planting of flowers, and trimming of trees & shrubs.
- Maintain and supervise others in the grooming of athletic fields including aerating, rolling, and striping.
- Assist in and supervise maintenance of playground equipment to include safety inspections and painting.
- Removing all refuse and trash from parks and playgrounds.
- Training in CPR/AED/First aid is required
- Must be flexible with schedule changes, extra hours, and emergency calls.
- Assist in training of employees on the safe operation of all Park District vehicles and equipment.
- Perform other duties and functions as directed.

#### Marginal Functions:

- Promote park district facilities and programs and maintain a positive public appearance.
- Attend conferences, seminars, workshops, webinars as they pertain to the position.
- Work in a cooperative effort or assisting manner toward continually improving park district facilities and programs.
- Maintain all parks and facilities in a clean and safe environment for patrons and employees.
- Assist with and supervise others in the performance of horticultural tasks.
- Assist with construction and maintenance of park and playground equipment.
- Assist with repair of buildings, roof, doors, windows, and electrical or plumbing.
- Remove snow and ice from and salt/ice melt walks, drives and paths.
- Create and maintain outdoor ice surfaces for skating.
- Complete Accident/Incident Reports when necessary.
- Provide courteous customer service to patrons.
- Capacity to maintain positive and effective working relationship with supervisors and colleagues.
- Ability to work harmoniously with fellow employees, patrons, community groups, and other units of local government.
- Ability to communicate effectively within various settings, from one-on-one to small group configurations.
- Capacity to maintain self-control and composure in difficult situations.

#### Hours of Work & Compensation:

The Assistant Director of Parks and Planning position is full-time, salaried, exempt, requiring non-traditional work-week schedules, dependent on the current needs of the Bloomingdale Park District. Salary range is from \$47,476-\$71,214 DOQ.

#### Psychological Considerations:

- May experience added stress and pressure in situations of an emergency or during busy times with multiple functions being required at one time
- Ability to handle multiple tasks at one time, prioritize and complete them in a timely fashion.
- Ability to think independently and determine what tasks must be completed.

#### Physiological Considerations:

- Heavy work, lifting up to 50 pounds frequently and up to 20 pounds constantly
- General work areas outdoors with frequent exposure to natural and potentially extreme weather conditions, mud, dirt, dust various living and decaying organic materials.
- General work areas indoors with frequent exposure to dirt, dust, fumes, exposure to chemicals such

as chlorine, acids, pesticides, fertilizers, cleaning solutions, petroleum products, etc.

- Personal protective equipment and clothing is required as it pertains to the particular duty including but not limited to:

Ear plugs or ear covers

Safety goggles, glasses or face shield

Steel-toed boots, chain saw chaps, latex gloves

Painting and spraying respirator

Knee pads, and protective suit

Harness and fall protection and or confined space equipment

Environmental Considerations:

- Work area is both indoors and outdoors. Indoors and vehicles are smoke-free environments.
- Frequent exposure to nature and potentially extreme weather conditions.
- Exposure to various chemicals with appropriate PPE personal protective equipment (i.e., fertilizers, weed killers, pool chemicals, cleaning agents, and oil fuels).
- Exposure to noise distractions from employees, patrons or equipment operation.
- Protective clothing and equipment is required as it pertains to a particular job duty and may include earplugs, or ear covers, helmets, respirators, safety goggles/glasses, chaps, leather type work boots, protective gloves, and disposable overalls.
- Workers are allowed and encouraged to use mechanical or manual assists for lifting above 50 pounds as a guideline. Working in teams also provides assistance with heavier activities.

Cognitive Considerations:

Character Strength Completes work according to priorities without procrastination over undesirable tasks. Demonstrates personal integrity in all interactions. Maintains confidences.

Composure Controls temper, effectively manages stress so that it does not interfere with work performance.

Emotional Maturity Willingly accepts a variety of assignments and/or schedules. Demonstrates tolerance and patience in dealing with others. Responds positively to requests.

Interpersonal Skills Demonstrates skills in developing relationships with others to facilitate the completion of the work.

Memory Recall Recalls details of procedures and training and consistently follows established methods in task completion.

Mental Alertness Demonstrates ability to increase level of problem solving, building on past experiences.

Motivation Sets personal goals to challenge own development.

Realistic Takes on an appropriate share of the work without being taken advantage of. Strives to improve personal performance.

Scanning Accuracy Identifies patterns and trends affecting the work. Produces accurate work. Demonstrates ability to closely follow procedures.

Sensitivity Shows concern for the ideas and feelings of others and how it impacts getting the job done.

Success Orientation Sets personal standards for quality, quantity, and timeliness of work to challenge self to greater levels of performance. Improves the way the job is done.

Teamwork Makes contributions towards team success. Keeps commitments to aid in team accomplishments.

Technical Skill Applies education, training, and experience toward mastery of job requirements.

Verbal Ability Communicates technical information to non-technical audiences clearly and concisely.

Work Habits Organizes work to ensure completion of assigned tasks; maintains order and safety. Adapts priorities to respond to changing circumstances.

Work Terms Demonstrates a knowledge of business vocabulary necessary to relate to business operations.

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