



Operations Supervisor - Trades

Arlington Heights Park District

Contact Name: Jennifer Rogers

Contact E-mail: jrogers@ahpd.org

Contact Phone: 847-506-4060

Closing Date:

Salary: 75,370

Description:

OVERVIEW

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—the largest community in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum and Senior Center—and 58 parks across 716 acres of land. In our 95-year history we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years and receiving multiple awards for fiscal responsibility.

GENERAL PARKS AND PLANNING INFORMATION

The Park District's 716 acres and 22 buildings are maintained by the staff in the Parks and Planning Department. The grounds department maintains the 58 parks with 48 tennis courts, 7 pickleball courts, 21 soccer fields, 42 baseball/softball fields, 31 basketball courts and 22 miles of paved walking and biking paths. The trades department, comprised of 8 full time staff, is dedicated to their trade responsibilities of HVAC, pool maintenance, fleet, electrical, plumbing, and carpentry. While each has their own dedicated responsibilities, they also work together across disciplines to provide quality and efficient service and repairs. Staff work cooperatively to deliver fun and safe special events like the Memorial Day parade and ceremony, 4th of July parade and Frontier Days, and the holiday tree lighting and display at North School Park.

JOB SPECIFIC INFORMATION

Join the trades department and become part of the team that provides opportunities for members of the Arlington Heights community to enjoy the many programs and services available through the Arlington Heights Park District!! The Operations Supervisor Trades will be responsible for the daily management and oversight for general and specialized trades, indoor and outdoor facility maintenance, and special event support. This will include supervising the trades staff comprised of 8 full time staff, dedicated to their trade responsibilities of HVAC, pool maintenance, electrical, plumbing, carpentry, and general trades.

BENEFITS WE OFFER

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

- Medical, Dental and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation and Floating Holidays)
- Credit Union
- Park District facility and program discounts

ESSENTIAL JOB DUTIES

- Oversees, assigns and supervises the daily, cyclical and routine duties and projects of their assigned area(s), including operations related to general and specialized trades, and facility maintenance
- Supervises trades staff pertaining to parks and facilities improvements and upkeep
- Assists in assessing community needs and level of satisfaction, and manages department maintenance of parks in response to those needs
- Responds to questions, complaints and emergency calls from internal and external customers and takes appropriate courses of action
- Requisitions and purchases supplies
- Keeps records on building mechanical inventory, roofing schedules, and other equipment and commodities used in maintenance operations
- Assists in preparing bid documents and specifications for supplies and equipment purchases or contracted services in area(s) of responsibility
- Oversees contractor maintenance contracts in area(s) of responsibility
- Oversee ComEd incentive program for rebates and discounts on lighting and other electrical projects
- Monitor the building envelopes to schedule maintenance as needed including roof conditions and manage the roof warranties for the various buildings
- Monitor building automation systems, pool control systems, high water alert systems, and others
- Establish and maintain good working relationships with Village of Arlington Heights public works department, IDPH, MWRD, Cook County, or others as applicable
- Coordinate IDPH pool licensing and permits
- Oversee the North School Park holiday display including working with staff on design of new pieces, choosing the pieces to be displayed each year, and setting up/taking down of the display.
- Attend and setup/takedown of special events on Memorial Day, 4th of July, and the day after Thanksgiving
- Coordinate annual/cyclical inspections of fire alarm systems, fire sprinkler systems, backflow devices, water meters, and fire extinguishers
- Coordinate and monitor elevator maintenance agreement and repairs to facility elevators

- Assists and coordinates the preparation and monitoring of the appropriate areas of the department budget
- Assists in the development and implementation of the department's Comprehensive Plan, operating budget and capital budget
- Hires, trains, and supervises full-time, part-time and seasonal direct reports
- Completes performance reviews for full time, part time and seasonal direct reports
- Assists in the preparation of board summaries, monthly reports, and periodic and special reports
- Assists in conducting regular in-service safety and equipment trainings for grounds, trades, custodial and fleet maintenance staff

EDUCATION, EXPERIENCE AND TRAINING

- AA/AS in Parks and Recreation, a facility trade, or closely related field from an accredited program, college or university is preferred
- Minimum of five or more years of demonstrated success, of which three years were in a supervisory role in a parks/facility maintenance
- Or, any equivalent combination of education, experience and training
- Valid Illinois Class "B" Driver's License with air brake qualifier within nine months of employment
- Certified Pool Operator (CPO)
- CPR and AED Certification required within six months of employment
- CPRP desired

Interested applicants apply including a cover letter and resume with your online application

To Apply:

Interested applicants apply online at www.ahpd.org/jobs