



## **Grounds Maintenance Supervisor - Full Time Exempt**

### **Elk Grove Park District**

**Contact Name:** Christy King

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**Closing Date:**

**Salary:** \$51,173 - \$65,498 DOQ

#### **Description:**

For more information and to apply please visit our website at:

<https://www.applitrack.com/elkgrovecparks/onlineapp/jobpostings/view.asp?internaltransferform.Url=&category=Parks+Mangement>

#### **JOB SUMMARY**

Responsible for general outdoor maintenance for all parks, facilities and athletic fields, including all landscape maintenance, turf maintenance, plant installations, irrigation, athletic fields, playground and outdoor facility maintenance and special event support. Responsible for work related to fleet maintenance.

#### **ESSENTIAL JOB FUNCTIONS**

Under supervision of the Superintendent of Parks & Planning, leads Grounds Maintenance Division, including the Turf Maintenance, Horticulture Maintenance, Athletic Maintenance, Playground Maintenance and Fleet Maintenance Sections.

Works closely with Facility Maintenance Supervisor to coordinate interdepartmental projects and tasks.

Provides leadership to Playground Maintenance Crew Leader in the maintenance and inspections of Pirates' Cove Children's Theme Park rides.

Plans, coordinates and distributes Grounds Maintenance Division work and schedules.

Responsible for timely completion of Grounds Maintenance Division work orders.

Coordinates the development of Grounds Maintenance Division operating procedures.

Coordinates Grounds Maintenance Division hiring and training.

Conducts Grounds Maintenance Division Crew Leader performance reviews.

Assists and Coordinates the preparation and monitoring of the Grounds Maintenance Division operating budget.

Performs administrative tasks, such as ordering and purchasing supplies, preparing reports, monitoring and enforcing contracts.

Performs grounds maintenance work as necessary. Inspects and performs preventative maintenance

and repairs.

Coordinates and monitors contracted work.

Plans, promotes and implements good safety practices.

Acts as Snow & Ice Team Lead, as part of regular rotation.

Assists in the planning, promotion and administering of safety programs and inspections.

Performs the job safely and in compliance with district policies, procedures, work and safety rules.

Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

#### MINIMUM QUALIFICATIONS

Knowledge of standard park, athletic and horticulture maintenance practices.

Ability to work in a team-based environment.

Effective communication and interpersonal skills.

Work independently under minimal supervision.

Knowledge of, but not limited to, the identification of native and non-native Midwest plant material such as trees, shrubs, grasses, and flowers.

Possess or able to obtain a valid Illinois Public Pesticide Applicators License within six months of the date of hire.

Must be able to obtain Certification as a Certified Playground Safety Inspector (CPSI) within one year of the date of hire.

Perform other duties as assigned.

Good knowledge of pertinent safety precautions.

Ability to maintain positive and effective working relationships with other employees.

#### EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities may be demonstrated by education or formal training equivalent to a High School Degree plus, four years experience in related positions of which two years were in a supervisory role. Education or formal training beyond high school in general park or landscape maintenance preferred. Any equivalent combination of education and/or experience may be substituted for the above.