



Superintendent of Parks & Facilities

Roselle Park District

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Closing Date:
Salary: \$63,000-\$75,000

Description:

The Superintendent of Parks & Facilities position is a highly responsible position that receives direction and is evaluated by the Executive Director. Superintendent of Parks & Facilities is the direct supervisor over grounds and parks operations and facility maintenance for the Roselle Park District. This Superintendent of Parks & Facilities will be expected to be hands on in the field working alongside the Park's crew. The position is responsible for the day-to-day supervision of the Parks and Facilities department staff and is involved with the maintenance of all the Park District buildings, grounds and facilities including aquatics and equipment.

The Roselle Park District operates and manages over 158 acres of land in 16 parks, and offers approximately 276 recreational and seasonal programs. We provide a full range of activities and services year-round. Major recreation programs include athletics, music, cultural arts, dance, day camps, fitness, preschool, outdoor recreation, trips, and special events.

QUALIFICATIONS & SKILLS

- Thorough knowledge of principles and practices of park and facility planning, maintenance, and development.
- Supervisory experience.
- Ability to perform both manual labor and supervision on multiple projects simultaneously.
- Extensive knowledge of and ability to apply field specific solutions to problems.
- Considerable knowledge of principles and practices of budget preparation and administration.
- Considerable knowledge of principles and practices of employee supervision, training and performance evaluation.
- Considerable knowledge of principles and practices of park and recreation risk management and loss prevention.
- Knowledge of construction project supervision and building trades.
- Knowledge of computer operation, including Microsoft Office software.
- Knowledge of alternative funding for park and recreation agencies, including grant programs, and public-private partnerships.

- Considerable knowledge of recent industry trends, current literature and sources of information related to park and facility planning and administration.
- Knowledge of State and Federal laws, rules, and regulations related to park and recreation administration.
- Valid Illinois Driver's License.
- Have Certified Playground Equipment Inspector, Certified Swimming Pool Operator certification or ability to obtain within the first 60-90 days of employment.
- Have Pesticide Applicator License, preferred.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge would be:

- Three years of increasingly responsible experience in a public recreation or park agency, including two years of supervisory responsibility.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in park and recreation administration, public administration, business administration, education, or a related field.
- Five years of experience in building construction and maintenance, landscape maintenance and development, park planning, or a related field.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, any combination of the following tasks:

- Manages Parks Department activities including park and facility planning, development and maintenance; and community relations.
- Supervises Parks and Facilities staff.
- Identifies and responds to Board and community issues, concerns, and needs.
- Manages the development and implementation of Parks Department procedures, goals, and priorities.
- Recommends the annual Parks Department budget to the Executive Director; oversees the administration of assigned budget accounts; and monitors and regularly reports on the status of assigned budget accounts to the Executive Director.
- Maintains parks, facilities, and equipment inventories, including documentation on general condition and valuation.
- Seeks out and applies for alternative sources of revenue and/or additional resources.
- Advises the Executive Director on staffing and organizational needs; establishes within district policy, appropriate department service and staffing levels; monitors and evaluates the efficiency and effectiveness of Parks Department work activities and the allocation of district resources.
- May participate in the District Safety Committee, including liaising with PDRMA Risk Management staff and providing documentation for periodic safety audits and investigations.
- Develops specifications and negotiate contracts and agreements for professional services; oversees the administration of agreements; inspects the work of professionals, contractors and suppliers to ensure that work is performed in accordance with contract specifications.
- Represents the district as assigned, on local Park and Recreation matters before elected officials, outside agencies, and the general public.
- Oversees the preparation and maintenance of district Parks Department records and documents,

including legal documents; property inventories; personnel and financial records; and other district records.

- Attends and participates in professional meetings and stay abreast of new industry trends and innovations and methods.
- Performs related duties and responsibilities as required by the Executive Director.