



Facility Maintenance Supervisor

Park District of Highland Park

Contact Name: Mitch Carr

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Closing Date:

Salary: \$29.66 - \$32.66 Hourly D.O.Q

Description:

Summary: Under the supervision of the Facilities Maintenance Manager, the Maintenance Supervisor is responsible for the maintenance and technical support of all facilities within the Park District.

Essential Duties and Responsibilities:

1. In coordination with a team of Facility Maintenance I team members, maintains the quality and safety of buildings and mechanicals, by performing basic and complex facility maintenance throughout the district.
2. Aids in establishing procedures and standards for monitoring building operations, preventative maintenance within Park District Facilities.
3. Performs and documents facility inspections and coordinates the maintenance and repair to eliminate deficiencies throughout facilities.
4. Inspects facilities and equipment for deterioration or impending failures, analyzes failures, then documents faults, determines causes and prescribes repair and/or improvement modifications, as necessary.
5. Consults with Safety Coordinator and Facilities Maintenance Manager to insure efficient operation of the structural, electrical, HVAC, plumbing, security, communication, sprinkler, and fire detection systems.
6. Assist in setting up and managing inventory for Facility Maintenance Supplies.
7. Provide input to the Manager in the development of the annual and five-year capital replacement plan strategy for district locations.
8. Helps to coordinate requisitions for the necessary repair equipment and machines, repair parts and contractor services to effectively meet equipment modifications or installation needs.
9. Be available for minor emergencies during off hours.
10. Schedules contractors for repairs (Fire Alarm, Sprinkler, Entry Alarms, etc.) through after hours call center to ensure timely repairs.
11. Performs directed tasks according to documented maintenance schedules; helps prepare planned preventative maintenance schedules.

12. Learns design techniques to eventually direct modifications of facilities and equipment to improve safety; supports facilities to reduce costs and limit equipment failure.
13. Responsible for performing on-site project management of various construction and Building improvement projects.
14. Responsibility for maintaining computer-based work order system and updating management on progress of projects.
15. Assist with nightly gate closures as needed
16. Performs routine checks/maintenance of the mechanical systems at indoor and outdoor (in season) pools and indoor and indoor Ice Arena on a daily basis to ensure proper system operation
17. When needed, operates and maintains the Zamboni to maintain appropriate ice conditions.
18. Effectively communicate any completed repairs, scheduled repairs or needed repairs to other Engineers, Facilities Maintenance Manager and Facility Program Managers on a daily basis
19. Establishes and maintains good public relations through timely and professional telephone and personal contact with patrons and coworkers.
20. Comply with all state and local codes, and all Park District policies.
21. Performs other related duties as assigned.

Supervisory Responsibilities: This position has supervisory responsibility for assigned Facility Maintenance I positions. Carries out managerial responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Education and/or Experience: Minimum four years related experience and/or training; applicable trade school; or equivalent combination of education and experience. Must possess valid Illinois driver's license and be a minimum of 18 years of age. Ice arena and Zamboni experience preferred. Previous exposure to ice plant refrigeration systems is a plus. Certified Pool Operator License is a plus.

Schedule: Tuesday - Saturday 9:30am - 6:00pm

Classification: Full Time (40 hours per week) Non Exempt (Hourly)

Benefits : Excellent Benefit Package including health, dental and pension.