



Maintenance Manager

The Forge: Lemont Quarries

Contact Name: Brad Donati

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Contact Phone:

Closing Date: 2022-12-31

Salary: 55,000 - 65,000

Description:

We're looking for an experienced maintenance professional to oversee maintenance operations across the three focus areas: Facilities, Grounds, and Activities.

PRIMARY JOB RESPONSIBILITIES

Reporting to the General Manager, the Maintenance Manager will lead a small team of full-time and part-time/seasonal staff members, and direct third-party contractors to ensure that all ongoing preventative maintenance and one-off repairs are prioritized and completed in an efficient and timely manner.

Key Responsibilities Include:

- Participating in the hands-on efforts of the maintenance team; successful candidates enjoy turning a wrench!
- Prioritizing, implementing, and refining maintenance procedures to support the safe and efficient operation of the business
- Planning, budgeting, and overseeing all repair, installation, and other maintenance activities across facilities, grounds, and activities
- Carrying out inspections of the facilities to identify and resolve issues
- Allocating projects to teammates and monitoring their workload
- Monitoring expenses and overseeing the budget for maintenance
- Managing relationships with third-party contractors and service providers
- Keeping maintenance logs and reports on daily activities
- Monitoring relevant inventories and placing orders when necessary
- Ensuring that health and safety policies are in place, improved upon when necessary, and complied with
- Keeping all department-related licenses and permits up to date
- Ensuring that all facilities meet compliance requirements for insurance and operations
- Evaluating the performance of departmental staff, conducting reviews, and assisting in performance

improvement, or disciplinary activities when necessary

QUALIFICATIONS & REQUIREMENTS

- Proven experience as maintenance manager, project manager or facilities and groundskeeping manager
- Experience in planning maintenance operations
- Solid understanding of technical aspects of plumbing, carpentry, electrical systems, etc.
- Working knowledge of facilities machines and equipment
- Ability to keep track of and report on work projects and activities
- Excellent communication and interpersonal skills
- A degree from a vocational school or BSc/BA in business administration or facility management will be an advantage
- Experience with maintaining equipment, facilities, and grounds in all weather
- Experience as a machine operator or possession of a machine operator license(s) is desirable
- A high level of self-awareness and receptivity to coaching
- Availability to work varied shifts inside and outside the park, including evenings, weekends, and holidays when necessary
- Energetic, creative, and passionate in the way you work and work with all staff to create a “bought-in” culture that lives and breathes excellence in the everyday adventure
- Ability to pitch in at all levels; everyone at The Forge believes there is no room for a “not my job” attitude
- Ability to easily adapt to changing needs and requirements
- Well-versed in modern computing platforms and be proficient in using Google Workspace and Microsoft Office

PHYSICAL AND SCHEDULE REQUIREMENTS

To be successful in this position, you must be available to work a full-time schedule with additional weekend and holiday hours as needed to address immediate concerns and peak season maintenance issues that may arise. This means being able to work upwards of 50 or more hours per week during the peak season.

Additionally, because our business is the operation of an outdoor adventure park, you must be willing to work in all seasonal outdoor weather conditions as operational and management duties may require. This means that you must be willing and able to climb onto park facilities such as cargo container structures and park attractions as necessary and lift and carry a minimum of 50 pounds.

A WORD OR TWO ABOUT OUR CULTURE

The Forge: Lemont Quarries is the premier destination for authentic outdoor recreation in Chicagoland. Our vision is to exhilarate, entertain, and educate our guests while holding ourselves to keeping our promises to restore and preserve the natural environment of our park, deliver innovative and one-of-a-kind recreational experiences, provide engagement through attractions, and foster a communal commitment to mental and physical well-being. Our team and our patrons are deeply dedicated to the promotion of an active, outdoor lifestyle. We are an open, inclusive workplace and welcome applicants who bring diverse life experiences, including every permutation of economic and cultural backgrounds, orientation, ethnicity, and world views.

LEGAL DISCLOSURES

The Forge: Lemont Quarries Adventure Park provides equal employment opportunities (EEO) to all

employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Forge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Forge is an employer that participates in the E-Verify program.