



## **Facility Operations Coordinator**

### Forest Preserve District of Kane County

**Contact Name:** Betsy Scaletta  
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**Closing Date:** 2023-03-19  
**Salary:** \$50,300 TO \$60,360 PER YEAR - DOQ

#### **Description:**

The Forest Preserve District of Kane County's Operations Department is accepting applications for one (1) Facility Operations Coordinator.

DATE POSTED: FEBRUARY 22, 2023

WORKSITE LOCATION: HEADQUARTERS, GENEVA, ILLINOIS

APPROXIMATELY 60 MILES WEST OF CHICAGO

STARTING SALARY RANGE: \$50,300 TO \$60,360 PER YEAR - DOQ

HOURS/SCHEDULE: FULL TIME, 40-HOURS PER WEEK, M-F

APPLICATION DEADLINE: OPEN UNTIL FILLED

All candidates must apply on-line at:

<https://www.applitrack.com/kaneforest/onlineapp/jobpostings/view.asp?internaltransferform.Url>

#### **POSITION SUMMARY:**

Under the direction of the Director of Operations, the Facility Operations Coordinator position performs a variety of skilled and complex labor for District properties in all areas of maintenance. Duties support the District's mission for a professional and safe environment for employees, volunteers, vendors and patrons. This position may direct summer seasonal staff on day-to-day operational tasks.

**ESSENTIAL POSITION DUTIES and FUNCTIONS** to be performed with or without reasonable accommodation:

#### **Operations:**

- Performs a variety of skilled, complex and technical repairs and/or project coordination in support of the District's operation; performs skilled and complex interior and exterior building maintenance and repairs.
- Installs, maintains, repairs and inspects heating, cooling, air handling, painting, lighting, plumbing in all District facilities and staff residences, per the Preventative Maintenance Program.
- Develops and keeps records of all facility preventative maintenance programs.

- Oversight of contractual installation and repairs when additional skill is needed.
- Repairs electrical services.
- Oversight and performance of all District custodial services, including inventory control and development of custodial program to meet District standards.
- Develop and manage inspection program to ensure patron experiences match District standards.
- Develop goals and objectives to continue improving standards of facilities and the maintenance program related to facilities.
- Assist Director of Operations with identifying operational concerns.
- Prepares material orders for assigned projects.
- Recommends and performs necessary maintenance and repairs to District property.
- Performs preventative maintenance on tools and equipment after each use; conducts routine inspections on equipment and tools and takes appropriate action on any defects.
- Ensures work sites are clean and safe before leaving the area unattended.
- Operates all power equipment necessary to complete the project.
- Completes submitted work order form after each assigned project and enters it into the database system.
- Maintains records related to preventative maintenance of facilities.
- Performs all duties in conformance to appropriate safety and security standards.
- Responds to emergency call-outs on a 24-hour, 7-days a week basis.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier. Able to operate a District vehicle and travel extensively around the county on a day-to-day basis.
- Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval.
- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- Performs the essential functions of the job, with or without reasonable accommodation.
- Performs other duties as assigned.

#### Administration:

- Establishes positive relationships with the community, vendors, commissioners, staff, volunteers and patrons.
- Provides input during the budget preparation process.

#### Staff Supervision:

- Directs summer seasonal staff; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Additional duties and functions may be essential.

#### QUALIFICATIONS:

- Minimum Age Requirement: 21 years of age

- Education: High school graduate, or GED equivalent
- Experience: 2-3 years of experience in facility maintenance, preferably in public sector but not mandatory, or an equivalent combination of relevant training and experience.
- Certifications/Licenses: CPR/1st AID/AED certification within one year of employment. Additional professional development/certification in HVAC, electrical, plumbing and preventative maintenance a plus.