



Facility Maintenance Manager

Mundelein Park & Recreation District

Contact Name: Chris Cronkhite

Contact E-mail: ccronkhite@mundeleinparks.org

Contact Phone: 847-388-5466

Closing Date:

Salary: \$49,417.42 - \$61,771.78

Description:

Facility & Aquatics Maintenance Supervisor

Position Type: Full-time: Non-Exempt: Hourly

Start Date: 04/03/2023

Salary Range: \$49,419.42 - \$61,771.78/ DOQ

Benefits: IMRF Pension, PTO, District Discounts, Health, Dental & Vision Insurance, Group Life Insurance

Summary

Perform a variety of skilled maintenance activities to support the District's facilities such as Community Center, Dunbar Recreation Center, Golf Club, Regent Center, Kracklauer Dance Studio, indoor pool, outdoor Spray Park, Barefoot Bay (outdoor aquatic facility), and Diamond Lake Beach.

Qualifications – Education, Experience and Training

Must be knowledgeable in the areas of plumbing, heating, air conditioning, electrical maintenance, carpentry and general maintenance. Minimum high school graduate or general education degree required with formal or trade school studies related to building maintenance desired. Five (5) years in the building maintenance and/or construction fields with at least three (3) years in a supervisory position. Experience with custodial services or the equivalent in custodial service in other institutions and/or firms. CPR, First Aid and AED Certification required within six months of employment. Electrical license, HVAC certificate and/or plumber's license recommended. Three (3) years' experience in the care, maintenance and repair of both indoor and outdoor swimming pools, waterslides and aquatic equipment recommended. Must possess a Pool/Spa Operator certification, (CPO), through the National Swimming Pool Foundation or an Aquatic Facility Operator certification. Valid State of Illinois driver's license, CDL Class B.

Duties and Responsibilities

A. Essential Functions

- Operation, repair, preventative maintenance, and maintenance of swimming pools, equipment, and facilities. Monitor pool

functions to include reading gauges, graphs, meters and control panels to ensure water quality.

Building maintenance

practices and custodial methods and supplies.

- The basic operation of pumps and pool purification, high pressure blowers, and pneumatic cylinders. Operate pool

chlorination and filtration systems.

- Repair pumps, small & large motors, boilers, pipes and valves; repair pool-filtering equipment including water pumps,

chemical dispenser systems and chlorine chlorinators.

- Maintain and repair water slides, diving board, public address systems, surrounding pool areas and decks. Maintain water f

features, spray pads to include proper mechanical operation.

- Maintain whirlpool and sauna.

- Maintain the sand, buoys, chairs, and shade structures at Diamond Lake Beach.

- Keep abreast off all pertinent safety procedures and OSHA standards, hazards and safety precautions applicable to pool

maintenance.

- Vacuuming and clean swimming pools, backwash filters, clean restrooms facilities, and pool equipment rooms. Perform

other related duties as assigned.

- Responsible for the purchasing of materials, equipment and general services.

- Plan, coordinate and supervise work with outside contractors.

- Administer the annual budget for building.

- Recruit, interview, hire, train and evaluate seasonal and/or year-round part-time staff.

- Review employee work hours to verify accuracy and approve payroll.

- Responsible for aquatic related quality control.

- Inspect aquatic facilities (Barefoot Bay, Spray Park, Indoor Pool and Diamond Lake) and work areas to eliminate deficiencies

and improve facilities.

- Coordinates Hazcom Standard compliance activities.

- Conduct preventative maintenance on all aquatic facilities equipment and document a preventative maintenance schedule.

- Assist with fire and alarm system inspections and repairs.

- Maintain the Community Center facility in a condition of operating excellence, cleanliness and safety. Conducts an ongoing

program of general maintenance, upkeep, and repair.

- Cleans and maintains all boilers and other major equipment.

- Participates in painting and general repairs to plumbing, electrical, carpentry, windows and general mechanical work.

- Is responsible for regulating heating, ventilating and air conditioning systems to provide temperatures appropriate to the

season and to ensure economical usage of fuel, water and electricity.

- Supervise and lead volunteers, community service workers and seasonal staff. Performs emergency repair services as necessary.

- Orders and receives supplies and equipment and maintains necessary inventories.

- Responsible for the setting up and tearing down of equipment during special events, meetings, program classes.

- Ability to read and interpret documents such as safety rules, blue prints, electrical schematics, operating and maintenance

instructions and procedure manuals.

- Ability to write routine reports and correspondence.

- Assist with other duties as assigned in other areas/divisions such as snow plowing, painting, building maintenance.

- Ability to communicate (speak) effectively to workers, contractors, facility staff and public. Perform other related duties as

assigned