



Superintendent of Parks, Forestry, Grounds, and Sports Fields

Wheaton Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date: 2023-04-03

Salary: \$75,000.00 - \$90,000.00, DOQ

Description:

The Wheaton Park District is one of the finest park systems in Illinois and has been recognized many times in the past 20 years. The award-winning Wheaton Park District is comprised of over 800 acres and more than 50 parks including two pools, a golf course, skate park, zoo, historic and natural areas. As a leader in our Parks and Planning department, you will contribute to maintaining our beautiful parks and facilities throughout the district.

The Position:

Responsible for the development, implementation, and operation of all aspects of park maintenance, landscaping, and ball fields.

Attendance at work site required every day as scheduled; must be available in case of an emergency.

Design, install, and maintain floral displays and horticultural improvements throughout the district as assigned.

Effectively use and supervise all available human resources, materials, supplies, and equipment as assigned.

Develop and implement landscape maintenance management plan for Rice Pool, Northside Family Aquatic Center, Community Center, Cosley Zoo, Memorial Park, tree nurseries, natural areas, and miscellaneous park horticulture areas as assigned.

Set up and maintain all athletic fields throughout the year to ensure they are ready for practices, games, and tournaments as scheduled.

Prepare annual horticulture budget and determine human resource needs within appropriate department budget.

Purchase, maintain, and oversee inventory of supplies and equipment.

Submit and maintain accurate records, reports, and timecards.

Control disease, insects, and pests on ornamental plants and turf.

Lead and assist other district employees assigned to specific facilities with implementation of horticulture improvements.

Acquire and maintain knowledge of irrigation systems for use on District landscape designs.

Operate all types of machinery and vehicles necessary to complete the job.

Seek, interpret, and implement feedback from the public and staff on horticulture needs.

Assist Director of Parks and Planning in all duties, including budgeting, disciplinary actions, and other duties as assigned.

Assist in bidding and managing contractual services including herbicide, goose chasing, aquatic ponds, and mowing.

Assist in overseeing snow removal operations.

Maintain effective two-way communication while dealing with concerns in the field with all district staff and immediate supervisor.

Carry two way or cell phone communication at all times.

Wear appropriate personal protective equipment for job functions when needed.

Assist with various duties including project estimating, line budget preparation, report writing, payroll time card verification, incident reports, purchase orders, and inspection forms.

Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.

Why you should apply:

Park districts are all about leisure, recreation and conservation. If this interests you, we offer the following:

\$75,000.00 - \$90,000.00 per year, DOQ

Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.

100% employer paid dental insurance for employee, spouse, and dependents.

100% employer paid vision insurance for the employee.

100% employer paid life insurance at 1.5 times your annual salary.

Health insurance incentive up to \$4,500 per year.

FSA and Dependent Care pre-tax via payroll deduction.

Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions.

Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.

Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.

Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

The Qualifications:

To be considered for this position, we are looking for:

Bachelor's degree in horticulture, forestry, turf science, or related field with a minimum of five (5) years' experience required.

Bilingual (Spanish/English) language skills preferred.

Certified Park & Recreation Professional (CPRP) or other related professional certification related to position preferred.

Must be familiar with the use of Microsoft Office.

Must be able to lead, manage, and motivate assigned staff.

Must have great problem solving, analytical, organizational, interpersonal; and written and verbal communication skills.

Must be able to multi-task and work calmly and effectively under pressure.

Must have and maintain a valid Illinois Pesticide Applicator's license.

Must have and maintain a valid driver's license with acceptable driving record.

CPR/AED certified or obtain within one (1) year of employment.

Frequently remain in a stationary position for long periods of time and repetitive use of hands/arms while using a computer.

Occasionally move about the facility and on uneven ground, and position one's self to move items weighing up to 50 lbs. when assisting crews. Rarely climb stairs/ladder.

Must be able to handle all weather conditions while working outdoors.

Monday - Friday, 6:30am - 3:00pm. Expected to work Park District special events during the weekend and evenings as needed.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/3ab11ad6-c300-2ca2-8102-8e85b95c6b58/apply?source=2428520-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V