



SUPERINTENDENT OF PARKS AND FACILITIES

Prospect Heights Park District

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Closing Date: 2023-06-02

Salary: \$81,000 - \$92,000 BASED ON QUALIFICATIONS AND EXPERIENCE

Description:

Prospect Heights Park District is a small, but strong park district that values its residents and supports the development of its employees. The Park District serves most of the City of Prospect Heights, a small portion of the Villages of Mount Prospect, Arlington Heights, and Wheeling. The Prospect Heights Park District serves over 15,000 residents with 21 full-time, 35 part-time and over 75 seasonal staff. The District maintains over 70 acres of land, operates & maintains 14 parks with courts, ballfields, and playgrounds as well as a variety of facilities including one recreation center, one outdoor aquatic facility, Old Orchard Country Club, and an administrative building.

After several decades, the current Superintendent of Parks and Facilities is retiring in July 2023. This creates an exciting opportunity for an individual willing to roll up their sleeves and thrive in a cooperative work environment on several ongoing capital projects and provide input and leadership on how the district evolves to meet the changing needs of the community. The ideal candidate will maintain a positive culture, demonstrate high ethical standards, and continue to motivate staff.

This full-time management position requires a driven professional to work with staff to manage all aspects of parks and facilities, including maintenance, staff, capital improvement projects, tree management plan and repair & replacement schedules. In conjunction with the HR/Payroll Coordinator, this position is also a Safety Coordinator and the designated lead representative to handle OSHA inspections.

We are seeking a self-motivated leader with excellent customer service, and the ability to communicate effectively. The candidate must enjoy working in a team environment and be passionate about the field of parks and recreation and the delivery of high-quality services. A minimum of five years of experience as a park operational professional with supervisory experience in parks and facility management or a similar field is preferred. An individual with a strong knowledge of all aspects of mechanical processes, manual transmissions, the general trades, plus general building & grounds maintenance is required.

The selected candidate without these certifications will be required to attend training and obtain certifications during the first year of employment: CPR/AED and Playground Safety Inspections and a licensed Illinois Turf & Pest Control applicator. Other certifications are preferred such as Pool Operator and CPRP. A working knowledge of Microsoft Office is also needed. All necessary training and certifications will be part of continuing education and will be paid for by the Park District.

The Superintendent of Parks and Facilities will report directly to the Executive Director and will supervise 4 full-time, 8 part-time and several seasonal and contracted laborers. The benefit package includes medical, dental, vision and life insurance (basic and voluntary); IMRF pension plan; short and long-term disability; 457(b) deferred compensation plan; wellness programs and incentives; paid holidays and time off; paid professional development opportunities and memberships; cell phone reimbursement; facility and program usage.

The Prospect Heights Park District is an equal opportunity employer.

This position is open until June 2, 2023 with an anticipated starting date of July 10, 2023. To learn more about the position and apply visit <https://phparks.org/employment/>