



## **Superintendent of Park & Facility Maintenance** Cary Park District

**Contact Name:** Sara Kelly  
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**Closing Date:**  
**Salary:** \$85,700-\$100,000 DOQ

### **Description:**

The mission of the Cary Park District is to provide exceptional recreation, parks and open space opportunities. The Cary Park District is an Illinois Distinguished Accredited agency, a recipient of the Certificate of Achievement for Excellence in Financial Reporting from GFOA and is governed by a 5 member elected board.

The Superintendent of Park and Facility Maintenance is integral member of the team to reach these achievements. The position is responsible for the overall daily operations of the Park and Facility Maintenance Department. This position is steward of approximately 800+ acres of park space, athletic fields, playgrounds and other park amenities. The position is responsible for the upkeep and long term maintenance needs of all facilities and buildings throughout the Park District including the Community Center, Sunburst Bay Aquatic Center, Walnut Hollow Disc Golf Course, Hoffman Park Dog Park, Preschool, outdoor restrooms, concession stands, multi-purpose trails, playgrounds, maintenance garage and storage facilities.

Essential duties include:

- Communicate operation specifics and matters of importance to Deputy Director.
- Direct supervision of employees including but limited to development, hiring, training, record keeping, payroll, evaluating and terminating seasonal, part time and full time employees.
- Onsite implementation and completion of an effective daily work scheduling and assignment system to efficiently complete park and facility maintenance tasks.
- Maintain good oral and written communication.
- Initiate and implement park and facility maintenance contractual agreements per District policy and procedures.
- Administer the implementation of financial management procedures as applicable to the park and facility maintenance operations; create annual budgets; review and monitor department operation financial information for accuracy and prompt payment and purchase supplies in accordance with District policy and procedures.
- Develop and maintain appropriate park and facility maintenance operations and preventative maintenance plans per District policy.

- Develop and follow park and facility maintenance capital equipment repairs, replacement and improvement schedule per District policy.
- Creation and completion of annual Department goals.
- Strategic and master plan directives for the Department per District policy.
- Attend Board, staff and other public meetings as required or requested.
- Attend professional educational training and remain informed of current trends and issues in related areas of responsibility.

A detailed job description is available on request.

#### Benefits:

We prioritize the health and wellness of our employees. In addition to your competitive salary, medical/dental/vision plan, life insurance and IMRF pension, we provide numerous additional benefits including:

- Facility Benefits: including, but not limited to, free use of the Fitness Center, Sunburst Bay Aquatic Center and Foxford Hills Golf Club.
- Program Benefits: Access to no cost or reduced cost District programs.
- Flexibility: Work-life balance is a priority
- Employee Assistance Program: Connect you or your dependents to confidential counselling services at no additional charge.
- Vacation, PTO, paid holidays and safety days.

#### Qualifications:

Minimum requirements for this position include a Bachelor's Degree in Recreation, Conservation or Leisure Services Administration; Forestry/Horticulture, Landscape Architecture, Planning or a related field. And a minimum of three (3) year full time experience in the field.

Must have a valid driver's license with Class C endorsement.

Other certifications/licenses preferred or obtain upon hire include: Certified Park and Recreation Professional, Illinois Pesticide applicator license, Illinois Certified Burn Manager, Certified Playground Safety Inspector and Certified Pool Operator.

To apply for this full time position, a cover letter, resume and references must be submitted. The Cary Park District is an Equal Opportunity Employer and Drug Free Workplace.

<https://recruiting.paylocity.com/recruiting/jobs/Details/1879897/Cary-Park-District/Superintendent-of-Park-Facility-Maintenance>