



## **Park Grounds Supervisor**

### **Fox Valley Park District**

**Contact Name:** To apply please complete an online employment application on our website:

[www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org);

<https://foxvalleyparkdistrictilemployees.munisselfservice.com/employmentopportunities/default.aspx>

**Contact E-mail:**

**Contact Phone:**

**Closing Date:** 2023-10-30

**Salary:** \$55,000 - \$62,000 starting, depending on qualifications

#### **Description:**

**To apply please complete an online employment application on our website:**

[www.foxvalleyparkdistrict.org](http://www.foxvalleyparkdistrict.org);

<https://foxvalleyparkdistrictilemployees.munisselfservice.com/employmentopportunities/default.aspx>

*The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 170 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. Connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District...Where Fun Begins!*

**Qualifications:** High school graduate or equivalent required with degree, or some college coursework preferred. Must have 5 years of grounds maintenance experience, two years supervising others. An Illinois Pesticide Applicator's License pertaining to turf management is required. Proficient math and mechanical aptitude required. Strong computer skills in Microsoft Excel and Word with the aptitude to learn and utilize other systems. Must have effective communication skills with good organizational and time management skills. Strong project management skills with the ability to prioritize multiple projects. Must be in good physical condition to accomplish manual labor, strenuous at times, in all types of weather conditions including extreme heat and humidity and cold.

**Duties:** Under the direction of the Assistant Director of Park Operations, the Park Grounds Supervisor oversees grounds maintenance operations, including ornamental maintenance, repairs and renovations directly related to their respective locations and assists the district when needed. This position will coordinate all duties associated with grounds and, in a lesser capacity, facility

maintenance. The Park Grounds Supervisor will supervise and organize full-time and part-time personnel including making all staffing recommendations for their assigned location. Will utilize the computer daily to perform a variety of tasks including but not limited to; budgeting, timekeeping, work orders, personnel and project management and producing various reports. Additionally, maintains and monitors facility budget, coordinates the management of contractors, conducts snow removal, maintains assigned equipment, and makes recommendations for purchasing maintenance supplies and equipment. The Park Grounds Supervisor is considered a 'Working Supervisor' and will regularly perform manual maintenance tasks on a daily basis.