



Parks Maintenance Manager

Bolingbrook Park District

Contact Name: Chris Finn

Contact E-mail: cfinn@bolingbrookparks.org

Contact Phone: 630-783-6562

Closing Date: 2023-11-19

Salary: \$70,000-77,000

Description:

JOB SUMMARY

Under the supervision of the Director of BGNR, this position is responsible for planning, organizing and managing park maintenance. Supervises the crew leaders and grounds workers responsible for maintenance, repairs, and improvements to parks. Serves as member of the District's safety committee representing the Grounds division. In the absence of the Director of BGNR, the Parks Maintenance Manager shall serve as head of the Grounds division.

GREAT BENEFITS PACKAGE INCLUDED

EDUCATION, EXPERIENCE & TRAINING

- Bachelor's degree in park management, forestry, landscape design, or related field.
- Minimum five-years of supervisory experience in landscape management and personnel management.
- At least three years' work experience in the following areas; forestry, athletic field maintenance, landscape maintenance and construction.
- Pesticide applicators license required, or become certified within 6 months of hire.
- Certified Playground Safety Inspector (CPSI) certification required within 12 months of hire.
- Personnel management experience to manage, motivate, train, and schedule Grounds staff.
- Bilingual, English and Spanish speaking individuals are highly desirable.
- Valid driver's license with access to vehicle during working hours.

KNOWLEDGE, SKILLS & ABILITIES

- Ability to plan and schedule daily and weekly work schedules for staff.
- Mechanical aptitude and interest in machinery and equipment used in park maintenance.
- Knowledge of occupational hazard and safety precautions
- Thorough understanding and experience of inventory control and budgeting.
- Ability to comprehend blueprint details and specifications.
- Ability to operate, maintain and troubleshoot equipment and vehicles used in park maintenance and construction.
- Working knowledge of Microsoft Office Suite of programs and Buildings and Grounds maintenance software.

FLSA This is a full time, salary, exempt position.

IMRF This position is required to participate in the Illinois Municipal Retirement Fund.

HOURS Generally, 6:30am - 3:00pm Monday through Friday. However, the Parks Maintenance Manager is required to put in the time necessary to achieve exceptional results.

Salary Range: \$70,000 to \$77,000 (depending on experience)

Hiring Manager: Chris Finn at cfinn@bolingbrookparks.org (630)783-6562

Apply Online: www.bolingbrookparks.org and select **About** then select **Employment**

Please send resume and cover letter to Chris Finn at cfinn@bolingbrookparks.org