



Building Manager

Darien Park District

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Closing Date:

Salary: \$34,522.00 - \$40,000.00 DOQ

Description:

The Darien Sportsplex, located in the southwest suburbs of Chicago, is an sports facility with 3 NHL sized rinks and a large Fieldhouse. We are home to the Chicago Hawks, one of the largest hockey organizations in the state. We host several regional and national hockey tournaments, dozens of rentals, a figure skating academy, and ice shows throughout the year. Over a million patrons visit us annually. Come join our up-beat team and help bring a positive energy to our facility.

Description:

The Building Manager is a full-time, exempt position that reports directly to the Facility Operations Manager. This position is responsible for monitoring all daily duties of part-time staff. Creating a daily task list for all part-time staff scheduled for those days, making sure directions are clear, and if necessary, showing staff how it needs to be done. Will be directly responsible for the custodial aspects of the building. This includes creating a daily, weekly, and monthly cleaning schedule. This is an at-will position.

Position Hours:

40 hours per week, including nights (range between 3:30pm-11:30pm) and weekends (7am-3pm and 3pm-11:30pm).

Qualifications:

Applicants must have a high school diploma or equivalent. Experience and understanding of park and recreation administration, supervision, personnel procedures, and safety procedures is preferred but not required. This position requires an individual to have excellent customer service skills, and the ability to communicate effectively with other staff and the public, including written and verbal communication skills. The individual should be very organized, can plan, implement, supervise, and lead staff. This position is expected to maintain First Aid/CPR/AED certification. Individual must be able to lift 50lbs+ alone. Strong computer skills are also needed.

Duties:

This position will oversee the day-to-day management of the building staff and building operations. This position will require you to work a minimum of 4-5 building shifts per week, mainly nights and weekends.

Benefits:

Full Benefit Package including:

- Medical
- Dental
- Vision
- IMRF Retirement
- Paid Time Off - holidays, vacation, sick time