



FT - Park Services Supervisor

Waukegan Park District

Contact Name: Tim Girmscheid

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Closing Date:

Salary: \$52,000.00 - \$75,000.00 annual salary depending on qualifications, plus excellent benefit package.

Description:

Status of Employment:

Full-Time, Year-Round, Exempt

Compensation:

We provide a highly competitive, employee friendly benefit and incentive package to support you in your personal and professional journey which includes:

medical, dental, vision coverage or opt out incentive. life insurance. Illinois Municipal Retirement Fund (IMRF) defined benefit pension and 457 deferred compensation plan. Flexible spending account. paid time off starting first day of employment: 10 vacation days, 3 personal days, 12 holidays, 4 floating holidays, sick time accrues monthly, and discretionary time earned annually. Park District facility usage and program discounts. cell phone reimbursement. training and

professional development opportunities.

Description:

Supervises full-time and part-time planning department personnel. May serve in a leadership capacity with parks division employees and contractual service providers.

Essential Functions:

Responsible for supervising and coordinating logistics for outdoor facility rentals, including, but not limited to, providing tours and information to prospective renters, and implementing details outlined in rental agreements to ensure events are properly executed. Maintain registration records and files for

outdoor facility rentals and other program and service functions. Provide excellent customer service to users and renters. Develop content for seasonal program guides, promotional materials, and website. Perform routine facility inspections and ensure cleaning and repairs are completed as needed. Monitor inventory, orders supplies, and maintain purchase records within budget. Serve as the liaison between the parks department and other departments for snow removal operations. Assist in the coordination of district snow removal operations. Perform administrative tasks related to payroll, purchase orders and vendor payments, project and property file management, and other area tasks as necessary. Provide direct leadership and supervision to all assigned personnel. Recruit, select, train, and evaluate personnel. Supervise and coordinate custodial service at buildings/facilities with contractual services and in-house staff. Plan, schedule, and follow-up on daily work assignments to assure proper completion of each task. Prepare written documentation of daily work plans, assignments, and schedules. Assist with personnel interviews, work schedules, time reports, evaluations, salary adjustments, personnel requests, and suggestions. Assist with training and development of personnel, disciplinary action, layoff, and dismissal. Develop, maintain, and/or engage with community agencies and groups whose purpose will benefit the district or improve the community. Assist in the coordination of volunteer events. Manage district's donation programs. Attend pertinent departmental/district meetings and in-house training sessions. Conduct self in accordance with the policies and procedures as established by the district. Participate in district Safety and Training Program to ensure that work performed and services provided are implemented in a safe manner. Assist in the coordination of the Capital Improvement Plan. Collaborate with consultants and staff to prepare property, topographic, and park utility maps of existing district properties and potential land acquisitions. Collaborate with consultants and staff to prepare bid specifications, drawings, and estimated cost of construction for comparison purchasing and contracting construction projects. Communicate effectively with architects and engineering consultants, contractors, and employees for coordination of park design, renovation, and construction projects. Assist with bid and quote documents, graphics, procedures, and summaries for selection of contractors on park improvement projects. Inspect and approve work performed by in-house staff and contractors. Assist in supervision, inspection, and administrative tasks related to contractor's practices to ensure specification compliance and satisfactory completion of project. Participate in preparation of grant applications for park development projects. Assist with grant progress reports and related documentation.

Marginal Functions:

Serve as weekend on-call supervisor. Assist with the Parks and Open Space Master Plan development. Assist with implementation of the Master Plan District-Wide Improvements, including, but not limited to, Capital Asset Replacement/Maintenance Schedule (CARMS), Paving Maintenance Plan (PMP), Sport Court Maintenance Plan (SCMP), Emerald Ash Borer (EAB), Management Plan, Playground Audit Recommendations, ADA Compliance Recommendations and Transition Plan, and Vehicle Equipment Replacement Schedule (VERS). Present reports at district and other meetings as required. Establish membership and participate in appropriate professional organizations. Assist staff in the performance of their duties. Assist staff with completion of work orders and special event needs as required. Serve on in-house committees. Attend seminars and training workshops. Inspect and keep department first aid kits properly stocked. Perform other duties as assigned.

QUALIFICATIONS:

Education: Bachelor's degree in Parks and Recreation Administration or related field preferred.

Experience:

Minimum three (3) years of related experience, including supervisory experience, or any equivalent combination of education, experience, and training which provides required knowledge, skills, and abilities.

Knowledge:

Supervision of crews on assigned jobs at various sites. Custodial maintenance. Principles of park maintenance operations. General knowledge of recreation, parks, and leisure service field. District ordinances and park permit policies. Snow removal operations. Sound customer service techniques. Park planning and management principles. Project management principles. Geographic Information System (GIS). Microsoft Office software. Ordinances and permit requirements and application process for state and local agencies.

License/Certification:

Valid driver's license required. Certified Park and Recreation Professional (CPRP) certification preferred. First Aid/CPR/AED certification required within one (1) year.

Hours: 40 hours/week. Must be available to work weekends, evenings and holidays as needed. Position requires on-call availability.

Apply online at www.waukeganparks.org