



## **Superintendent of Parks**

Vernon Hills Park District

**Contact Name:** Shona Hedke

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**Closing Date:** 2023-12-01

**Salary:** \$93,000-\$120,000 plus company vehicle

### **Description:**

#### **SUMMARY**

The Superintendent of Parks is responsible for the direction, development, maintenance and operation of the District's parks, buildings, grounds and recreational facilities. The Superintendent must be able to function independently with a wide range of professional discretion.

#### **QUALIFICATIONS**

A Bachelor's Degree in Park Management or a similar/related field.

The position requires graduation from a recognized college or university. Additionally, preference will be given to applicants with specialized training in the fields of horticulture, turf management, arboriculture, aquatic facility maintenance, building maintenance and/or construction management. The position requires a minimum of five years of management experience in the field of parks. The quality of previous experience and its similarity to the requirements of this position will be a consideration.

A thorough knowledge of the philosophy of park and recreation management and the ability to communicate this to others is required. Knowledge of principles relating to maintenance of park grounds, recreation facilities and mechanical equipment is mandatory. The Superintendent should also have knowledge relating to both fiscal and personnel management and supervision. Must have the ability to plan and organize a total park maintenance program including buildings, ADA knowledge, facilities, and grounds, and maintenance for all bodies of water. Experience in the construction of parks, buildings, and recreational facilities, and the ability to operate mowers, trucks, and tractors is important. Good verbal and written skills are necessary. Must demonstrate proven ability to solve problems. Computer literacy is required. Must be able to manage, motivate, supervise, direct, and discipline park and facility maintenance staff.

Illinois Pesticide Applicators License, Certified Playground Safety Inspector, Certified Pool Operator, and Certified Parks and Recreation Professional are a plus.

#### **DUTIES AND RESPONSIBILITIES**

##### **Essential Job Functions**

- Responsible for maintaining all parks and facilities to meet the standards established by the Park District Executive Director.
- Participate in the hiring process of all Full Time maintenance staff. Responsible for staff training and assignment of duties.
- Develop both short-range and long-range park maintenance and development plans consistent with the Master Plan of the District. Assist with the development of the Agency Strategic plan.
- Prepare an annual budget for the Parks Division to include park maintenance, operating expenses, general Capital Improvements and ADA improvements.
- Work closely with the Superintendent of Recreation to assure those assignments necessary to the conduct of recreation programs or facility maintenance are carried out by the maintenance staff.
- Attend all Park Board meetings and/or workshops to discuss Park Maintenance areas of responsibility, prepare Board report and provide additional input for the good of the District by attending Park Chats or Park Community Meetings
- Submit annual evaluations of maintenance personnel to the Executive Director, with recommendations for performance increases.
- Maintain all records and reports required by the scope of the job and gather information for and/or prepare special reports which may be requested by the Executive Director.
- Assist in the preparation of plans, design and landscaping of park areas and facilities, oversees construction projects.
- Oversee the general safety of operations and facilities.
- Respond to citizen complaints and inquiries.
- Develop and maintain effective relationships with internal and external customers through oral and written communications. Respond to internal and external phone calls, e-mails, comments and suggestions in a timely manner. Promote District to patrons, guests and staff.
- Coordinates and works closely with other municipal agencies – such as Village, public works, county, state agencies, etc..

To view the entire job description and apply, please visit:

<https://www.governmentjobs.com/careers/vhparkdistrict/jobs/4255254/superintendent-of-parks?pagetype=jobOpportunitiesJobs>