



Assistant Superintendent of Parks

Downers Grove Park District

Contact Name: Blake Ertmanis

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Contact Phone:

Closing Date:

Salary: \$65,000 DOQ

Description:

About us: The Downers Grove Park District enriches our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences. With almost 600 acres of parks and facilities, there are thousands of opportunities for individuals of all ages and interests to grow, play, imagine and explore. Learn more at dgparks.org.

The Opportunity: The Park District is seeking an Assistant Superintendent of Parks to coordinate the maintenance, repair, and improvement of parks, natural areas, Marduke Farm, community athletic fields, and park buildings as well as budget preparation. This role provides daily supervision to assigned full-time and seasonal staff and ensures that the department's responsibilities are carried out efficiently and effectively.

What you get:

In exchange for your time and talent, this full-time, exempt position pays \$65,000 per year, depending on qualifications. This position also offers:

- IMRF pension benefits and 457(b) plan with matching
- A competitive PTO package
- Insurance benefits: health, dental, vision, life, AD&D
- Free Fitness Membership at 4500 Fitness and other Recreational benefits

A Day in the Life:

- Supports the Director of Parks in all aspects of department operations
- Coordinate the maintenance and repair activities for all assigned District properties, equipment, assigned structures and contractual services
- Assist with implementing a maintenance plan that provides for the daily care and upkeep of assigned assets, specifically: parks, playgrounds, athletic fields, turf areas, park structures, utilities, drainage, restrooms, horticulture, natural areas, program support, and other areas as designated by management
- Prioritize and coordinate the scheduling of repairs, projects, and maintenance staff.

- Identifies and communicates recommended actions and updates to the Superintendent of Parks with regard to projects, personnel, equipment needs, and work scheduling
- Provide direction to staff through coaching, supervision, discipline, and evaluating staff performance within the framework of the CBA and District guidelines
- Effectively communicate with staff members, supervisors, department heads, and vendors by transmitting clear and concise information, demonstrating active listening, and promptly answering or responding to calls.
- Communicate with staff members and supervisor to ensure that staff has the direction and tools to accomplish tasks
- Thoroughly inspect multiple parks daily to create a list of tasks; provide updates to management and team as necessary
- Complete orientation for seasonal staff; assist with safety training
- Ensure that all paperwork is completed on timely basis
- Participate in weekly on-call rotation and on-call for Parks related emergencies
- Coordinate District efforts for snow removal
- Responsible for assisting the Superintendent in forecasting departmental projections, budget, tracking financial activities and prioritizing activities within a general work plan.
- Plan, evaluate, and coordinate work in advance of park opening and/or closing, events, and programs to ensure staff are aware of expectations and responsibilities
- Ensure Park Inspections are completed and repairs are made promptly for the following: playgrounds; tennis courts; ballfields; outdoor fitness equipment; ice pond and rinks; sled hills; ladder inspections; Thorguard; Maintenance Crew checklist, etc.
- Coordinate and oversee location, installation, maintenance, installation of signage and inspections of all District sled hill, ice skating ponds and portable rinks.
- Schedule water on/off with the Village for all park location restrooms, drinking fountains, decorative fountains, and irrigation
- Following storm events visits Parks to assess damage when on call taking action and making recommendations as needed
- Promptly responds to resident communication
- May be required to work evenings and weekends to assist with District events

About you:

- Bachelor's degree in Parks and Recreation, Parks Administration, Forestry, or closely related field or commensurate experience
- Three to five years of experience in Parks maintenance with at least one year in a supervisory or lead role
- Demonstrated knowledge of principles, practices and techniques relating to maintenance, layout, and design of parks
- Prior construction management preferred
- Experience in managing department budgets
- Skilled in Microsoft Office Suite
- Strong analytical, problem solving, verbal and written communication skills
- CPR/AED certification is required within three months of employment
- Valid Illinois driver's license (may receive within three months of employment when possessing valid out of state license)
- Must possess a valid Illinois commercial pesticide applicator's license, or the ability to obtain one within six months of employment
- CPR/AED certification is required within three months of employment
- Valid Illinois driver's license (may receive within three months of employment when possessing valid out of state license)

What sets us apart:

- Flexible hours
- Supportive and friendly coworkers
- Collaborative and connected management
- Work for a Distinguished Agency Park District

The DGPD is proud to be an Equal Opportunity Employer of qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran or any other protected factor under federal, state, or local law. The DGPD is committed to working with and providing reasonable accommodation to individuals with disabilities. If you have a disability and need assistance in completing the employment application, please call 630-960-4667. We will provide you with assistance and make a determination on your request for reasonable accommodation on a case-by-case basis.