



Facility Manager

Addison Park District

Contact Name: Andreia Cardoso

Contact E-mail: acardoso@addisonparks.org

Contact Phone: 331-209-2141

Closing Date:

Salary: \$58,000 - \$62,000

Description:

To apply and view the full job description, please visit our website at:

FACILITY MANAGER - Addison, IL - Addison Park District Jobs (applicantpro.com)

Position Summary:

Reporting to the Superintendent of Parks and Planning, the Facility Manager is responsible for overseeing all day-to-day operations regarding facility activities, including, but not limited to building infrastructure, systems, security, projects, service contracts, pools, lighting, irrigation, HVAC, equipment, custodial services and building safety. In addition, the position is responsible for planning and prioritizing facility infrastructure capital projects. The Facility Manager is a full-time, exempt position generally working Monday through Friday between the hours of 7:00 a.m. to 3:30 p.m., with nights and weekends, as necessary.

Essential Duties and Responsibilities:

Oversees all facility operations across sites including maintenance and custodial employees and contract workers. Plans, coordinates, and oversees district-wide buildings and facility day-to-day operations, preventative maintenance, improvements, HVAC, capital planning projects, etc. Manages maintenance and custodial staff in a supervisory capacity including delegation, scheduling, performance review, disciplinary actions, coaching, and development. Creates, maintains, and manages all facilities/buildings' budgets, goals, and objectives. Ensures continuous facility operation through maintenance and repair of the Park District's buildings and facilities. Assigns daily work orders to staff and collects, reviews, and files the work orders. Ensures safety of all facility equipment and infrastructure, oversees respective safety inspections, and documentation, and determines all necessary repairs. Oversees and performs plowing, shoveling, and snow blowing of appropriate facilities and paths. Responsible for continuous facility improvements, while being fiscally responsible, with the knowledge of the latest trends, and innovative approaches and comfortable implementing new processes or using technology to enhance systems. Reviews, revises, and updates current policies, procedures, and standards; creating new policies, procedures, and standards, as needed, to find the most efficient and cost-effective way of running the facilities. Troubleshoots and coordinates with internal staff and outside vendors on building repairs outside the scope of this position's expertise.

Manages all facility contracts and negotiations with third parties and contractors; including, but not limited to: fire inspections, security inspections, waste management services, maintenance agreements, and services contracted for repairs. Plans and coordinates all installations and refurbishments in the facilities. Collects, interprets, and presents factual data for decision-making and understanding facility fiscal planning, legal issues, regulatory issues, contract terms, and building plans. Ensures compliance with facility health and safety regulations. Partners with Department Heads and staff for all facility-related items.

Acts as facility alarm contact for the police. Identifies facility issues, such as plumbing issues, electrical issues, and infrastructure issues, and coordinates repairs. Completes light construction as needed. Performs other Addison Park District duties, as assigned.

Required Qualifications:

Bachelor's degree in Facility Management, Engineering, or related field **or** a combination of education, trade certifications, and experience. Must have at least five (5) years of relevant experience with at least three (3) years of supervisory experience in a maintenance setting. Certified Pool Operator certification is required within 90 days of hire. Must have basic computer skills, utilizing Word, Excel, PowerPoint, and Outlook; in addition, utilizing a facility management work order system. Must have a valid driver's license to drive a District vehicle with District tools from site to site.