



Operations Manager - South

Forest Preserve District of Kane County

Contact Name: Shelley Kouzes

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Closing Date:

Salary: \$64,183 TO \$70,601.30 DOQ OPEN UNTIL FILLED WITH A FIRST REVIEW OF APPLICATIONS MARCH 26, 2024

Description:

It shall be the mission of the Forest Preserve District of Kane County to acquire, hold, and maintain lands within Kane County that contribute to the conservation of natural and historic resources and habitats, flora or fauna; and to restore, restock, protect and preserve such lands for the environmental education, recreation, pleasure and well-being of all its citizens. Our goal is to Preserve and Restore the Nature of Kane County.

HOURS/SCHEDULE: FULL TIME, 40-HOURS PER WEEK, M-F

APPLICATION DEADLINE: OPEN UNTIL FILLED WITH A FIRST REVIEW OF APPLICATIONS MARCH 26, 2024

POSITION SUMMARY: Under the general direction of the Director of Operations, manages all functions and activities of assigned operations division including facility and preserve maintenance, safety and ADA inspections, budgeting, picnic, camping and special use permits, patron complaints and requests and compliance with all federal, state and local laws. This position also provides expert professional assistance to District staff; fosters cooperative working relationships with other District departments, governmental, regulatory and other outside agencies, various public and private groups, and assists the general public served.

ESSENTIAL POSITION DUTIES and FUNCTIONS to be performed with or without reasonable accommodation:

Operations:

- Manages, plans for and supervises operations and facilities of all assigned Forest Preserve District holdings, including trails, campgrounds, amenities and structures.
- Hires, directs, manages, evaluates, promotes, disciplines and recommends such action for assigned personnel with the advice and consent of the Director of Operations following procedures established by the District and in consultation with Human Resources.

- Ensures assigned staff completes required professional, safety and human resources-related training and certification.
- Acts as liaison between assigned division and other departments and divisions by keeping staff informed, in order to operate efficiently, safely and correctly; collects and delivers important paperwork and supplies from administrative offices as required.
- Manages budget for assigned area; makes budget requests to Director of Operations and monitors expenses/revenues throughout the year.
- Provides necessary supervision, direction and assistance to crews at work sites ensuring all projects are completed in conformance to appropriate policies, regulations, safety, ADA, security and health standards.
- Schedules projects and assigns tasks to appropriate staff and work crews and coordinates the completion; issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Performs routine inspections of assigned areas to ensure high standards of orderliness and cleanliness are maintained and that facilities are safe and accessible.
- Determines calculates and secures the appropriate materials and supplies for a specific project; assists in ordering supplies; submits requests for equipment, supplies, bids and proposals; writes specifications for bids and proposals.
- Acts as an onsite project supervisor for work conducted in assigned area by outside contractors; immediately communicates concerns and offers recommendations to the Director of Operations or bid project manager.
- Ensures monthly, quarterly and annual safety inspections for facilities, amenities and vehicles are completed.
- Assists the Director of Operations in formulating policies and procedures.
- Prepares monthly activity reports for Director of Operations.
- Prepares and completes necessary District, local, state and federal reports as required.
- Coordinates grants as required.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier.
- Works irregular hours, including weekends, evenings and holidays.
- Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval.
- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- Performs other duties as assigned or required.

Staff Supervision:

- Senior Ranger, Ranger, Ranger Assistant and Seasonal staff; carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Additional duties and functions may be essential.

QUALIFICATIONS:

- Minimum Age Requirement: 21 years of age
- Education: Associate's degree in facility management, parks & recreation or closely related field.

- Experience: 6-8 years in facility management, park/preserve maintenance or landscaping, including two (2) years in a supervisor role; previous experience operating required equipment or equivalent combination of relevant education, experience and training.
- Certifications/Licenses: CPR/1st AID/AED, CDL Class A, Pesticide Applicator, S-130 and S-190 Prescribe Burn or equivalent; all licenses/certifications must be obtained within one year of employment.

AN EQUAL OPPORTUNITY EMPLOYER

Apply online:

<https://www.applitrack.com/kaneforest/onlineapp/jobpostings/view.asp?internaltransferform.Url>