



Mechanical Trades Supervisor

Deerfield Park District

Contact Name: Jay Zahn

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Closing Date:

Salary: \$82,000 +/- DOQ

Description:

Who we are?

The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The Park District has over 25 parks and facilities including the Deerfield Golf Club, Sachs Recreation Center, Patty Turner Center, Jewett Park Community Center, Mitchell Pool and Deerspring Pool. The Park District employs an average of 300 staff with over 500 seasonally. The district maintains a modern, well-designed environment and is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in the last two years. For additional information visit us at www.deerfieldparks.org.

What is the opportunity?

Our Mechanical Trades Supervisor is an integral position within the Parks Department in the Deerfield Park District. This role is responsible for fleet management and facility maintenance performed at all park locations throughout the district. As a working supervisor, the Mechanical Trades Supervisor is expected to perform tasks, supervise and organize full-time and part-time trade's staff and contractors assigned to their area.

Overview of Key Responsibilities:

The Mechanical Trades Supervisor has a wide variety of essential duties including but not limited to:

- Responsible for daily scheduling and maintenance of the Districts fleet of vehicles and equipment, snow removal operations, HVAC, plumbing and electrical operations at all District facilities, and swimming pool mechanical operations.
- Ability to understand and operate computer hardware and programs as they relate to the operation of HVAC, lighting controls, irrigation, lightning prediction, and pool operating systems.
- Plans, develops and coordinates regular and preventative maintenance schedules in accordance with goals established by the Director of Parks.
- Coordinates equipment, manpower and material needs with the Superintendent of Parks.
- Performs work, supervises full and part-time trade's staff and takes active role in daily maintenance activities in accordance with responsibilities outlined.

- Researches, recommends and facilitates the purchase of equipment and daily supplies for preventative and ongoing maintenance of the facilities and mechanical control systems throughout the District.
- Participates in the planning of work assigned to their Department and has input into the budget planning for work projects.
- Makes recommendations and prepares bid specifications for capital improvement projects and vehicle and equipment purchases.
- Evaluates the effectiveness of assigned staff and trains them to improve productivity.
- Keeps the Director of Parks adequately informed at all times of problems related to the work and changes in plans and work completed.
- Reviews and approves payroll for assigned full and part time staff.
- Coordinates schedules and activities with other park supervisors and personnel in other departments of the District.
- Seeks prior approval from Director of Parks in cases where overtime or unusual hours of work are required and anticipated
- Recommends policies and procedures for the improvement of maintenance methods, to instruct, counsel, and direct in maintenance activities and perform other similar or related duties as required or assigned.

What qualifications are needed?

- High School Diploma or equivalent (GED) or associate's degree, Trades school or continuing education including automotive mechanics, electrical, heating, ventilation and air conditioning, plumbing or related field.
- At least 3 years of increased responsibility or supervisory experience in the areas of automotive, facility and pool filtration maintenance and operation preferred.
- Minimum of Class B, CDL driver's license.
- Obtain and maintain Certified Pool Operator status.
- Knowledge of Microsoft programs including Word and Excel. Ability to learn in-house computer applications.

Scheduling, pay and benefits

Full-Time, Exempt Position.

Hours are M – F, 7:00 a.m. – 3:30 p.m. Due to the nature of this position it is sometimes necessary to amend work hours to include evenings or additional days during the week.

Excellent benefit package including: Retirement Plan/Paid days off (vacation, sick, holiday), medical, dental and life insurance, free annual fitness center pass, pool pass and free and/or subsidized Park District activities and events for employee and family members. And much more.

Apply online at <http://deerfieldparks.org/jobs> Open until filled.

Jay Zahn, (847) 572-2670 jay@deerfieldparks.org

A full job description will be provided during the interview process.