



Director of Parks & Planning Des Plaines Park District

Contact Name: Nicole Dale
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Closing Date:
Salary: \$115,000-\$125,000

Description:

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Director of Parks & Planning
Grade: 18
FLSA: Exempt

Department: Parks & Planning

SUPERVISORY RELATIONSHIPS:

Reports to: Executive Director
Supervises: Special Projects Supervisor, Mechanical Maintenance Supervisor, Landscape Maintenance Supervisor; Contractors; Subcontractors

BASIC FUNCTION:

The Director of Parks & Planning is responsible for the day to day operation of the Parks and Planning department and implementation of capital projects throughout the District.

SCHEDULE: Monday-Friday, 7:00-3:30pm

ESSENTIAL DUTIES:

1. Assists in planning, budgeting, specifying, preparing bids and project documents, managing projects from beginning to end.
2. Manages the day to day operations of full time and part time staff at Oakwood Maintenance Facility.
3. Plans and directs work by contractors and subcontractors as directed.
4. Performs project planning/management, for parks, grounds and facilities as specified in the District Capital Improvement Plan.
5. Assists in planning the repairs and general preventative maintenance of grounds, facilities and equipment.
6. Coordinates and tracks safety training for the Parks and Planning Department and is a member of the Risk Management Committee.

7. Responsible for maintaining Quality Control in the Parks and Planning Department. Promotes quality achievement and improvement of work practices.
8. Ensures compliance of District purchasing procedures: measures and improves the efficiency and accuracy of work practices and delivery of services.
9. Active involvement in the overall delivery of services for both internal and external customer service.
10. ADA action plan oversight, implementation and updating.
11. Oversee the monthly, cyclical and daily horticultural, grounds, fields and facility maintenance functions.
12. Consult with the Deputy Director and other administrative staff on park development, operations and associated policies.
13. Plan, prepare and oversee the budget for the Parks Department and capital improvement program.
14. Prepare proposals and bidding specifications.
15. Assist and coordinate in prioritizing, scheduling, and coordinating the Park District's capital improvements program.
16. Perform inspections of field work and makes recommendations for improvements.
17. Oversee the hiring, training and evaluating of park department staff.
18. Follow through on personnel issues, staff requests and safety issues regarding the parks and facilities.
19. Administer the Park Security program.
20. Interact with residents to resolve park-related issues and concerns.
21. Maintain files and records.

OTHER DUTIES:

1. Attends and participates in Park District Board meetings.
2. Coordinate and assists with Special Events.
3. Respond to building alarms on a limited basis.
4. Attend training sessions for professional development.
5. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
6. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
7. Perform additional duties as assigned.
8. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS:

Education: Bachelor's degree in Leisure Services, Landscape Architecture, Construction Administration or related field.

Experience: Three years related full time experience. Expertise with Microsoft Office. . Ability to read and interpret construction drawings. Experience in developing RFP's, bidding documents and working with contractors.

Certifications: CPR and First Aid Certified, *Classes available through Park District upon hire*; Valid Illinois Driver's License; Certified Playground Inspector within six months; Certified Pool Operator within six months

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)

- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

To apply, please visit dpparks.org/jobs.