



## **Assistant Superintendent of Facilities Maintenance**

### **Glenview Park District**

**Contact Name:** Kris Mikkelsen

**Contact E-mail:** kris.mikkelsen@glenviewparks.org

**Contact Phone:**

**Closing Date:**

**Salary:** \$90,000 and up, dependent on qualifications

#### **Description:**

**JOB OPPORTUNITY with the Glenview Park District:**

**Assistant Superintendent of  
Facilities Maintenance**

**Target Hiring Rate \$90,000 and up, DOQ**

**JOB SUMMARY:** Responsible for overseeing and managing District-wide facility maintenance and repairs (such as plumbing, electrical, carpentry, HVAC, and pool operations). Also responsible for providing the technical expertise to individual facilities as needed. Accountable for working within established budget. Supervisory responsibility for 8 full time employees as well as part time and seasonal workers. Duties include, but are not limited, to:

- Troubleshoot any/all issues related to building & mechanical maintenance and projects.
  - Strong background in HVAC and Aquatic operations.
- Perform or oversee all maintenance and custodial services:
  - Establish district-wide facility housekeeping standards.
- Inspect, inventory & assess physical conditions of all park district buildings & mechanical systems.
  - Create, develop, & implement a preventative maintenance schedule and/or calendar.
  - Perform, oversee, delegate or outsource activities as required.
  - Audit, track, and keep records on preventative maintenance activities.
- Identify, recommend & schedule any necessary repairs, replacement, and/or remodeling projects.
  - Advise facility managers on items to be included in, the useful life of, and replacement costs for the capital replacement program.
  - Prepare plans, specifications, contracts and complete bidding process as needed.
  - Perform, oversee, delegate or outsource activities as required.
- Organize, prioritize, schedule and manage daily work orders and projects requiring skilled labor and redirect non-skilled tasks to facility-operations.
- Manage supply and equipment inventory, including maintenance, control, and replacements.
- Coordinate and manage the contracts for joint purchasing of building supplies, district-wide custodial services and waste removal services.

- Maintain fixed asset and capital replacement records.

**QUALIFICATIONS:** Associate's degree in a building, trade or related field and at least 5 years of relevant experience required (will consider significant experience in lieu of education). A preferred trades background includes HVAC and aquatic mechanical operations. Supervisory experience and strong mechanical aptitude including use of tools and machinery required. Please note that this position requires working outdoors in all weather conditions, using equipment and regularly lifting 40 pounds and as such candidates should have sufficient strength and mobility to complete duties. Professional certifications desired; valid IL Driver's License required.

**SCHEDULING & PAY:** This is a full time exempt (salary) position. Typical schedule is Monday – Friday, 6:30 am-3:00 pm with ability to work nights and weekends as needed for operational job tasks. Target hiring rate: \$90,000 and up depending on qualifications.

**BENEFITS WE OFFER:** In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage
- Vision Coverage
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits

### **APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” at the top of the page.

### **FOR MORE INFORMATION**

Kris Mikkelsen at [Kris.Mikkelsen@glenviewparks.org](mailto:Kris.Mikkelsen@glenviewparks.org)

*If interested, please apply early. Recruiting and interviewing will begin immediately.*

*The Glenview Park District is an Equal Opportunity Employer.*