



## **Parks Supervisor**

### **Bartlett Park District**

**Contact Name:** Catalina Rodelo

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**Contact Phone:**

**Closing Date:** 2024-07-25

**Salary:** \$26.00 - \$28.00/hour, DOQ

#### **Description:**

##### **ABOUT US**

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

**The District is hiring two Full-Time Parks Supervisor Positions in our Parks Department: one position for Parks & Athletic Fields and one for Parks & Golf Course. While the primary duties and qualifications for the positions will slightly vary, the schedule, pay, and benefits offered will be the same.**

##### **JOB SUMMARY**

Under the guidance and supervision of the Parks Manager, the Parks Supervisor coordinates and supervises a variety of park maintenance activities in turf, horticulture, special events, and recreation support. The Parks Supervisor will also supervise and facilitate with full-time and part-time staff to ensure assignments are completed up to standards. This is an at-will position.

##### **PRIMARY DUTIES FOR PARKS & ATHLETIC FIELDS SUPERVISOR**

- Participate in the preparation and maintenance of the following:
  - Athletic fields, tennis courts, playgrounds, shelters and other amenities.
  - Turfgrass- mowing and trimming during the growing season.
  - Horticulture such as tree pruning and removal, landscape beds, etc.
  - Park grounds through litter pickup and trash removal.
- Manages work of others, including planning, assigning, scheduling and reviewing work ensuring quality standards. Responsible for training staff, creating work schedules, and assigning day to day duties.
- Monitor and maintain irrigation systems at Koehler Fields including coordinating start-up and shut down (winterization) of system.

- Assist with regular formal inspections as assigned for parks, playgrounds and athletic fields. Conduct property inspections for signs of wear, damage, and vandalism.
- Ensure the training and safe operations of equipment such as power tools, hand tools, string trimmers, aerators, sprayers, large production mowers, chainsaws, chippers, tractors, and trucks.
- Perform snow and ice removal operations from parking lots, sidewalks, and trails throughout the Park District, as needed.
- Responsible for implementing preventative schedules and ongoing turf maintenance such as fertilization and herbicide applications, aeration, and seeding.
- Prepare RFP's for the Park District as needed and required.
- Responsible for Special Projects as assigned.
- Supervise assigned Parks Department staff, which includes full-time and part-time seasonal workers.
- Maintain inter-departmental communication through verbal and written communication.
- Assist in the preparation and administration of the annual Parks Department budget.
- Attend district-wide trainings, crisis trainings and staff trainings as directed.
- Attend professional educational conferences and workshops as they pertain to the position, within budget parameters, and with the Parks Manager and Superintendent's approval.
- Perform other duties as assigned.

## **PRIMARY DUTIES FOR PARKS & GOLF COURSE SUPERVISOR**

- Participate in the preparation and maintenance of the following:
  - Horticulture including, installation and removal of trees, shrubs and landscape beds, including preventative maintenance schedules and natural areas.
  - Park grounds and trails through litter pickup and trash removal.
  - Golf Course including improvements.
- Manages work of others, including planning, assigning, scheduling and reviewing work ensuring quality standards. Responsible for training staff, creating work schedules, and assigning day to day duties.
- Monitor and maintain irrigation systems at Apple Orchard Golf Course, Bartlett Aquatic Center, and Community Center landscape beds, including coordinating start-up and shut down (winterization) of all systems.
- Assist with regular formal inspections as assigned for parks. Conduct property inspections for signs of wear, damage, and vandalism.
- Ensure the training and safe operations of equipment such as power tools, hand tools, string trimmers, aerators, sprayers, large production mowers, chainsaws, chippers, tractors, and trucks.
- Perform snow and ice removal operations from parking lots, sidewalks, and trails throughout the Park District, as needed.
- Maintain all parking lots and drives for the Park District including, car stops, repairs, striping, seal coating, litter, and sweeping.
- Prepare RFP's for the Park District as needed and required.
- Responsible for Special Projects as assigned.
- Supervise assigned Parks Department staff, which includes full-time and part-time seasonal workers.
- Maintain inter-departmental communication through verbal and written communication.
- Assist in the preparation and administration of the annual Parks Department budget.
- Attend district-wide trainings, crisis trainings and staff trainings as directed.
- Attend professional educational conferences and workshops as they pertain to the position, within budget parameters, and with the Parks Manager and Superintendent's approval.
- Perform other duties as assigned.

## **QUALIFICATIONS**

- Associate's Degree in parks, horticulture, turf management, forestry or related field
- Minimum of three (3) years experience in park operations, including the maintenance of turf, landscapes, maintenance equipment, park amenities, or equivalent combination of education and experience
- Must obtain Illinois Pesticide Applicators License within one-year of the date of hire
- Good communication skills and experience in directing maintenance crews is a must
- Must possess and maintain a valid Driver's License and be able to provide own transportation

### **SCHEDULE & PAY**

This is a Full-Time, FLSA Non-Exempt, at-will position. Hours are Monday-Friday, 7:00AM – 3:30PM (40 hours per week with nights and weekends as needed, including on-call schedule). Pay range is \$26.00 - \$28.00 DOQ.

### **BENEFITS OFFERED**

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

**Interested applicants please apply via the Park District website** Employment - Bartlett Park District ([bartlettparks.org](http://bartlettparks.org)). **Please include your Resume and Cover Letter.**

**Deadline to apply is July 25, 2024. Bartlett Park District is an Equal Opportunity Employer.**