



Division Manager, Parks and Grounds Plainfield Park District

Contact Name: Linda Shredl

Contact E-mail: shredl@plfdparks.org

Contact Phone:

Closing Date:

Salary: \$58,000- \$68,000 per year. Depending on Qualifications

Description:

The position comes with an extremely favorable employee benefits package:

100% Employer Paid HMO BCBS Health Insurance OR Low cost PPO BCBS

100% Employer Paid Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- up to \$425 yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund.

The starting pay rate is \$58,000- \$68,000 per year. Depending on Qualifications

GENERAL PURPOSE:

Manages all parks and grounds maintenance work, special event equipment setup and special projects for those locations. Assists the Director of Parks to create a list of board and director prioritized projects and oversees the completion of general maintenance related projects. Schedules and supervises assignments of work crews.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represents Parks and Maintenance and actively participates as a member of the Parks leadership team.
- Manages the parks budget for Parks and Grounds under the advisement of the Director of Parks. Assists in budget preparation for assigned categories, specifically forecasting parks and grounds improvements/repairs and expense associated, providing feedback and detail to the Director.
- Accountable for the establishment and evaluation of goals for assigned Parks categories. Ensures that goals and objectives are in alignment with District wide goals and objectives.
- Plans, organizes, directs activities for Parks and Grounds team; providing leadership to reporting supervisors ensuring that overall objectives are met on a consistent basis.
- Accountable for creating and maintaining timelines for completion of district parks/grounds projects; mowing, garbage, snow removal and ice making schedules.
- Responsible for estimating project costs during the discussion/consideration phase of planning/forecasting. Expected to compare supplier material costs for best possible pricing.
- Responsible for providing recommendations on repair projects for district parks/playgrounds/recreational facilities; inclusive of inspection, analysis of estimated work and cost estimates.
- Manages work crews inclusive of training, work activities, projects and programs; monitors tasks performed by all assigned crew. Reviews and evaluates work products, methods and procedures and the operations and activities of the crew; recommends improvements and modifications. Troubleshoots problems as they arise.
- Performs hands-on work tasks in the field as needed.
- Communicates daily with the Director of Parks on project timelines and completion status.
- Accountable for record keeping of all safety compliance and incident reporting procedures as well as other operational information in compliance with park district expectations.
- Responsible for the management of employees including hiring, promotion, disciplinary action and termination.
- Manages the purchasing of departmental supplies, services and equipment in accordance with District purchasing policy.
- Works in coordination with all internal departments to reach overall strategic objectives of the District.

- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Performs any additional related tasks as required.

Requirements

- 5 years progressively responsible experience in parks and maintenance field.
- Bachelor's degree in Facilities and Maintenance Management, Business Management, Horticulture, or relevant work experience.
- 3+years management experience
- Valid IL Drivers' license required
- Working knowledge of basic custodial work, carpentry, electrical, plumbing, landscaping, small/large power tools and non-powered tools.
- Working knowledge of grounds maintenance equipment (large/small), preventative maintenance procedures and accident prevention in operation of all district equipment and vehicles.
- Ability to develop and maintain working relationships with agencies, business and community as a representative of the park district.
- Experience in managing departmental budgets
- Strong analytical and problem solving skills
- Solid decision making ability
- Must have strong verbal and written communication and presentation skills
- Strong organizational and project management experience