



## **Superintendent of Parks and Planning** Hanover Park Park District

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**Closing Date:** 2024-08-30  
**Salary:** \$70,000 - \$80,000

### **Description:**

#### **Superintendent of Parks and Planning of The Hanover Park Park District**

Salary Range \$70,000 - \$80,000

Closing Date: August 30, 2024

Join our team as the Superintendent of Parks and Planning! In this full-time salaried role, you will oversee the maintenance, repair, and construction of all park sites and facilities. This dynamic position offers the potential for the use of a park district vehicle for commuting and work-related tasks as part of our comprehensive benefits package.

### **Key Responsibilities:**

Manage and supervise the Parks and Buildings Maintenance Divisions, coordinate annual Department Goals and Objectives, and communicate important matters to the Executive Director. You will address citizen complaints, prepare and present reports, and recommend efficiency measures. The role involves fostering cooperative relationships, implementing capital development projects, and ensuring proper risk management practices. Additionally, you will prepare bid specifications, oversee capital and construction projects, and manage utility consumption throughout the District.

### **Financial and Personnel Management:**

Prepare and implement annual budgets, monitor expenditures, and oversee purchasing of supplies and equipment. Ensure accurate and timely payroll submissions and maintain department records. You will supervise and direct all full-time and part-time maintenance staff, recruit and train employees, and develop an in-service training program.

### **Qualifications:**

A bachelor's degree in Parks & Recreation, Horticulture, Landscape Architecture, Forestry, or a related field is preferred but not required. Candidates should have at least five years of experience in park maintenance operations, including three years in a supervisory role. A valid Illinois State Driver's License is required. The ideal candidate will possess thorough knowledge of park maintenance, financial management, and risk management practices.

**We offer generous benefits:**

- Blue Cross Blue Shield PPO or HMO Medical Coverage. HMO coverage is fully paid for by The Park District and PPO partially paid.
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays and sick time
- Prescription Drug Coverage
- Dental including Orthodontics Coverage
- Vision Reimbursement Program

**Immediate Supervisor:**

Reports to the Executive Director.

**Application Process:**

Submit your resume and cover letter outlining your qualifications and experience.