



Superintendent of Trades

Palatine Park District

Contact Name: Michelle Eckelberry

Contact E-mail: meckelberry@palatineparks.org

Contact Phone: 847-991-0333

Closing Date:

Salary: \$95,000-\$103,000

Description:

The Palatine Park District maintains 802 acres of land and serves approximately 83,000 residents. The district operates and maintains over 50 properties with 30 Playgrounds as well a variety of facilities including three recreation centers, three outdoor aquatic facilities, an outdoor amphitheater, Clayson House Museum, Cutting Hall Performing Arts Center, Palatine Hills Golf Course, four Preschool locations, and several other special use buildings.

Position Focus

Under the general direction of the Director of Parks and Planning, the Superintendent of Trades is responsible for the trades and fleet divisions including management of full-time staff, maintenance and upkeep of districts buildings, vehicles and assets.

Education, Experience and Training

Bachelor's degree from a college or university in Parks and Recreation, Facility/Construction Management or related field or any combination of training and experience which provides the required knowledge, skills and abilities. Five years of progressive management experience and sound budgeting practices. CPO or ability to obtain. Must have comprehensive knowledge of maintenance including HVAC, Plumbing, electrical, vehicle, and equipment.

Duties and Lines of Responsibility

- Planning, scheduling, execution of maintenance, repair and renovation projects for all district buildings, facilities, grounds, vehicles, and equipment.
- Asset management- maintain records, implements management and replacement strategies, budget planning, and asset auditing.
- Prepare bid specifications for contractual projects.
- Manages contractor performance, quality control and compliance with contractual obligations, specification and safety regulations.
- Prepare and manage divisions budget.
- Perform personnel actions (e.g., disciplinary actions, coaching, recognitions, terminating).
- Manage, train, schedule, and evaluate all Division full-time staff.
- Develop strategic and annual goals and objectives that coordinate with the mission and values of the district. Develop specific work plans for the trades and fleet divisions

- Ensure safety compliance, conduct training and implement risk management strategies.

Benefits & Wages

- Health/Dental/Vision insurance for individual and family
- Paid life insurance
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays and sick time
- Unlimited in-house complimentary programs
- Seasonal pool passes for indoor and outdoor pools (individual and family)
- Fitness Center membership (individual and family)
- Discount at Palatine Hills Golf Course

The hiring salary range is \$95,000-103,000 starting salary is dependent on qualifications.

Employment contingent upon successful criminal background check, pre-employment drug screen and physical. Palatine Park District participates in Department of Transportation random drug and alcohol testing program.

To Apply submit resume, cover letter and application to: <https://www.palatineparks.org/employment-opportunities/>