



## Facilities Operations Supervisor

### Park District of Oak Park

**Contact Name:** Desiree Hines

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**Closing Date:**

**Salary:** \$49,000.00 - \$53,000.00 Salary

#### Description:

#### Join Our Team as a Full-Time Facilities Operations Supervisor (Ridgeland Common Recreation Center) at the Park District of Oak Park!

Are you passionate about facility management, team leadership, and providing top-notch customer service? Looking for a job in public recreation and you live in Chicago? If you're ready to lead a dedicated team, ensure smooth day-to-day operations, and make an impact in our vibrant community, we want to hear from you!

The Park District of Oak Park is looking for an experienced and motivated **Facilities Operations Supervisor** to oversee our Ice Arena operations at the Ridgeland Common Recreation Center, a half block from the CTA green line "Ridgeland" stop. If you're ready to lead a dedicated team, ensure smooth day-to-day operations, and make an impact in our vibrant community, we want to hear from you!

#### What We Offer:

- **Competitive Salary & Benefits:** Medical, dental, vision, flexible spending account, IMRF, vacation, sick time, personal days, and holidays.
- **Work-Life Balance:** Enjoy your weekend off (Friday and Saturday), standard schedule of Sunday through Thursday 12:30 pm to 9:00 pm, and flexibility based on operational needs.
- **Professional Growth:** Opportunities for training and career advancement in a dynamic and rewarding environment.

#### Key Responsibilities:

- Lead and supervise a dedicated team, including building supervisors, rink cashier, ice arena attendants, skate guards, and more.
- Manage the day-to-day facility operations of the Ice Arena, ensuring a clean, safe, and welcoming environment for all guests.
- Oversee the operation of the Ice Resurfacing Machine and various facility equipment.

- Oversee public skate, skate rental, skate sharpening program, rink membership sales and rink rentals.
- Assist with pool pump room during summer months will on duty: report chemical readings, secondary maintenance, and facility custodial.
- Develop and implement maintenance and cleaning schedules.
- Manage budgets, oversee inventory, and handle purchasing and financial reporting.
- Deliver outstanding customer service and handle inquiries, complaints, and feedback with professionalism and care.

#### **What We're Looking For:**

- A **minimum of 2 years' supervisory experience** in the park and recreation industry.
- **Experience in ice arena facility operations** is highly preferred.
- Ability to earn Certified Pool Operators License (CPO) within 6 months of hire.
- Strong communication, organizational, and problem-solving skills.
- A passion for creating a positive, team-oriented environment.

#### **Additional Perks:**

- **Community Engagement:** Work closely with local organizations, businesses, and residents.
- **Team Leadership:** Foster a collaborative culture and guide staff to success.
- **Hands-On Experience:** Be involved in all aspects of facility management, from operations to event coordination.

**Apply today and view full job description!**

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