



## **Superintendent of Parks & Maintenance**

### **Westmont Park District**

**Contact Name:** Robert Fleck  
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**Contact Phone:** 630-969-8080  
**Closing Date:** 2025-01-28  
**Salary:** \$80,000 - \$100,000

#### **Description:**

***Full time, IMRF retirement, with low cost health, dental, and vision benefits. Holiday, Sick, PTO, & Vacation included. Free family fitness memberships and program discounts.***

**The Westmont Park District located in Westmont, IL has an opening for a member of our management team. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center and offers over 1,000 programs each year.**

#### **Position Summary:**

This person has primary responsibility for the park maintenance department and golf maintenance dept, management of park capital improvements, contract oversight, contractor supervision, fleet maintenance, playgrounds, athletic fields, maintenance schedules, pedestrian/vehicular/signage systems, picnic areas, vandalism maintenance management, and facility maintenance. The Superintendent manages, directs and supervises full and short term seasonal staff of the Parks and Golf Maintenance Departments. Hours will be based on a 40-hour work week. Typical work week is Monday-Friday, must be available for weekend, special event and Holiday work hours. This is a full time, IMRF position, with benefits, which includes agency provided cell phone.

**Hours:** Generally 7:00a-3:30pm, M-F  
**Office Location:** 200 E. Quincy St. Westmont, IL 60559  
**Reports to:** Executive Director

#### **Essential Job Duties:**

- Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow. Reviews and evaluates work products, methods and procedures and the operations and activities of the department; recommends and implements improvements and modifications.
- Under the guidance of the Human Resources office carries out a staff training program so that the park staff is trained in most phases of park maintenance and construction, as well as daily supervision of Park District Policies.
- Plans and schedules work in accordance with goals established with the Executive Director.

- Recruits, assists with interviews and recommends to the Executive Director s part time personnel to be employed by the Parks and Golf Maintenance Departments in accordance with approved practices.
- Design and writes specifications for minor development work, renovations and equipment/material needs.
- Help coordinate staff, materials, equipment and project needs under the guidance and direction of the Executive Director.
- Recommends goals and objectives to the Executive Director; assists in the development of policies and procedures.
- Prepare punctual weekly and monthly reports, deliver presentations and share presentations with others.
- Evaluates and recommends park improvement needs to the Executive Director as part of the annual budget process.
- Administer, supervise and manage park improvements and contractor contracts under the guidance of the Executive Director.
- Responsible for ordering all materials and supplies required to maintain the parks, Golf Course and facilities of the District within the annual budget.
- Evaluates staff performance; recommends to Executive Director employees under his supervision who deserve recognition, salary increases, layoffs or dismissals; provides an in-service training program for personnel employed by the department.
- Exercises considerable independent judgment in determining the materials and methods to be used in carrying out assignments.
- Assists Recreation Department in the planning and scheduling of park and golf maintenance routines, building repairs and improvements.
- Prepares and maintains records on District software and in Maintain X the daily park operations for any future reference, and keeps adequate files on all equipment, material, inventory information and construction plans pertinent to his/her area of responsibility.
- Meet weekly with the Executive Director and management team to plan, communicate and facilitate weekly operations and priorities.
- Investigates and acts upon requests, suggestions and complaints concerning park services and maintenance.
- Inspects regularly and appraises need for repairs or improvements in parks or recreation facilities.
- Responsible for the regular inspection and repair of all playgrounds, athletic facilities and skate park, including the effective documentation of all inspection and repair records.
- Work with the Executive Director on the scheduling and completion of all maintenance activities at the Spray Park, including but not limited to, the opening, closing and in season maintenance and repairs.
- Responsible for the coordination, scheduling and execution of snow removal. This includes the procurement of salt and other ancillary materials along with the maintenance of snow removal equipment.
- With the assistance of the Parks Foreman supervises and coordinates the Maintenance Department's role in and for the District's major special events.
- Utilize, manage and respond to the District's Maintain X work order and record system.
- Be present and actively involved in the operations and management of the District's special events.
- Attend all staff meetings, Board meetings and State conference.
- Perform any additional related tasks as required.

### **Qualifications:**

- Bachelor's degree in Park and Recreation Administration, Forestry, Landscape Architecture, Horticulture or related field.
- Minimum 10 years of progressive experience in park operations and staff supervision.
- CPSI (Certified Playground Safety Inspector), CPRP (Certified Park and Recreation Professional), CPO (Certified Pool Operator) or ability to obtain.
- Possess a strong knowledge of project planning and construction methodology, construction management or project management experience.
- Ability to demonstrate expertise of CPSC/ASTM playground safety guidelines, ADA guidelines, and implementing plans for maintenance, repairs and capital projects.
- Ability to observe and report safety hazards.
- Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups and Park District employees.
- Ability to resolve differences and problems that arise with contractors, patrons and employees.
- Ability to effectively problem solve and adapt to change.
- Ability to identify and respond quickly to emergency situations.
- Strong personnel management, coaching, supervision, budget and development skills.
- Microsoft Word, Excel, and computer skills required.
- Valid Illinois Driver's License.
- CPR/AED/First Aid Certification within the first year.

### **Essential Job Functions:**

- Walking or Standing 6-8 hours
- Sitting 5-8 hours
- Driving 3-5 hours
- Employee may use hand(s) for repetitive: Single Grasping, Pushing & Pulling, Fine Manipulation.
- Employee may use foot/feet for repetitive movement as in operating foot controls.
- Employee may frequently; Bend, Twist, Squat, reach.
- Employee may occasionally; climb.
- Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

### **WORK ENVIRONMENT:**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.*

- English must be spoken and read to perform most functions of this position.
- The noise level in the work environment is usually moderate, but may be high in some instances, requiring hearing protection.
- As Superintendent of Parks there will be a need to perform physical labor, conduct inspections, snow plow, setup and break down for special events and perform other related duties as required.

*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities. \*Full job description available on <https://www.westmontparks.org/about->*

*us/employment/*

# How to apply:

INTERESTED AND QUALIFIED APPLICANTS MUST SUBMIT:

- Resume
- Cover letter
- Westmont Park District **online application**

**To: [Jobs@westmontparks.org](mailto:Jobs@westmontparks.org)**

Applications will be accepted until 1/28/2025, anticipated interviews will take place the week of 2/3/2025.