



Heritage Site Logistics Manager

Forest Preserve District of DuPage County

Contact Name: Mitchell Deery

Contact E-mail: foresthr@dupageforest.org

Contact Phone: 630-933-7682

Closing Date:

Salary: \$95,909 - 104,811 per year

Description:

The Forest Preserve District of DuPage County provides opportunities for people to connect with nature. We offer to the public 60 forest preserves, 166 miles of trails, 47 miles of rivers and streams, and 6 nature and cultural centers. We have 6 million visitors each year.

The District's mission is, "to acquire and hold lands containing forests, prairies, wetlands and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna and scenic beauty for the education, pleasure and recreation of its citizens."

Job Summary

This position manages all aspects of Fullersburg Woods Campus operations, overseeing both daily functions and long-term program development. The role also supports heritage sites by providing resources and expertise to create meaningful public experiences and recreational offerings, fostering connections between visitors and nature throughout the district.

Essential Duties and Responsibilities:

- Manage all aspects of Fullersburg Woods Campus operations, including long-term planning, budget management, staffing, animal care, scheduling, purchasing, and reporting.
- Serve as a key resource for heritage sites, providing information to the public, coordinating with internal departments, external agencies, and licensees to meet operational needs.
- Lead development and implementation of accessible recreation programs and site accessibility improvements.
- Oversee the Graue Mill cultural site and historical artifact collection for the recreation of visitors.
- Develop and promote special use protocols to optimize the use of indoor and outdoor spaces for public engagement.
- Ensure compliance with external agencies' regulations and guidelines.
- Supervise the Fullersburg Woods staff, seasonal staff, and volunteers ensuring compliance with District policies and safety protocols.
- Collaborate with the finance department on budget creation and discrepancy resolution.
- Assist in coordinating logistics for large-scale district events.

- Promote the development of team capabilities and enhance organizational effectiveness through the cultivation of interdepartmental cooperation, cohesive planning, and seamless exchange of information among subordinates and colleagues to ensure department objectives are in line with the district's mission and values.
- Provide ongoing feedback, coaching, and counseling in a constructive manner, and confront challenging situations directly with a positive approach, aiming to support and mentor employees in their development and progress.
- Resolve and rectify issues, prioritize based on gravity and urgency, analyze the root cause, gather relevant information, develop and evaluate viable solutions, decide on the most effective and logical solution, and plan and execute implementation.
- Supervise staff, including hiring, scheduling, and assigning work, reviewing performance, and recommending salary increases, promotions, transfers, demotions, corrective actions, or terminations.
- Foster a working environment that promotes safe work habits; Become familiar with and observe all applicable safety rules, policies, and work procedures; Follow all safety rules that pertain to the duties performed and support all aspects of the district's safety and risk management program; Keep work area clean, orderly, and free of hazards; Immediately report all unsafe conditions and incidents.
- Maintain a supportive working environment and demonstrate a desire to exceed the expectations of internal and external customers.
- Perform other duties as required.

Requirements:

- Must be 18 years of age at time of hire.
- Bachelor's Degree in a related field; 4-6 years of related experience with 1-4 years of direct supervisory experience (Includes: training and coaching, responsible for preparing evaluation, assigning work, responsible for work of employee supervised); or equivalent combination of education, training, and experience.
- Valid Driver's license in good standing.
- Must have and maintain CPR, AED, and First Aid certification or obtain upon hire (training provided).
- Must have and maintain Illinois Mandated Reporter certification or obtain upon hire (training provided).
- Proficient with Microsoft Office Suite.
- Skills in planning, organizing, and overseeing site operations as well as program development.
- Knowledge of budget and business plan development.
- Understanding of occupational hazards and adherence to safe work practices.
- Proficient in documenting observations in a thorough and objective manner.
- Demonstrated success in supervising, assigning direction to, and delegating other direct reports or staff members.
- Comfort and competence in working with and around potentially dangerous machinery and farm equipment.
- Strong interpersonal skills, allowing for courteous, respectful, and productive interaction with supervisors, fellow employees, volunteers, visitors, and participants.
- Strong communication skills, both verbally and in writing.

Starting Pay: \$95,909 - 104,811 per year.

Eligible for performance review and two possible pay increases annually.

Schedule: Monday - Friday, 8:00 am - 4:30 pm.

Benefits: Medical (PPO and HMO plans through Blue Cross Blue Shield), Dental, Vision, Flexible Spending Account for Health and/or Dependent accounts, Life Insurance, Tuition Reimbursement, 12 paid Holidays, 12 paid Vacation Days, 5 paid Personal Days, 8 paid sick days, Pension through Illinois Municipal Retirement Fund (IMRF), 457 Retirement Plan.

The Forest Preserve District of DuPage County is committed to fostering a diverse and inclusive workplace built on a foundation of respect, integrity, teamwork, and excellence. Our organization provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.