



Building Foreman

Village of Lincolnwood

Contact Name: Lamar Jones

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Closing Date: 2025-02-10

Salary: \$91,628.44- \$123,698.88

Description:

The Village of Lincolnwood, Illinois (13,463) seeks a dynamic and experienced Buildings Foreman to help oversee and maintain the Villages facilities and Aquatic Center. Lincolnwood is an ethnically diverse, home-rule municipality which is the gateway to Chicago's northern suburbs. The Village consists of 2.7 square miles, with a unique blend of residential, commercial and light manufacturing properties with over 500 businesses that call Lincolnwood home. The Village of Lincolnwood is seeking its first Buildings Foreman to manage a crew in its newly created Buildings Division.

Reporting to the Superintendent of Public Works, the Buildings Foreman coordinates the maintenance for 7 facilities within the Village and is the primary point of contact for ensuring maintenance and continuity of pool operations at the Aquatic Center. The Buildings Foreman will be responsible for managing projects safely and in accordance with standards and procedures, while also demonstrating a high-level professionalism and customer service when interacting with the public.

Essential Duties and Responsibilities

- Oversee and maintain Village's facilities including coordinating facility repairs, preventative maintenance planning and management of HVAC, water systems, plumbing, electrical, and mechanical systems.
- Oversee and maintain Aquatic Center circulation and monitoring equipment. Coordinate with the Parks and Recreation Department to ensure maintenance continuity in pool operations is maintained. Ensure equipment operates in accordance with the Illinois Department of Public Health (IDPH) standards.
- Supervises, coordinates, and inspects work activities to ensure that schedules are met and that work is performed in a safe and efficient manner and in accordance with standard operating practices and procedures
- Assigns work crews; estimate and requisitions materials, supplies and equipment

for projects

- Support emergency response plan functions including building fire evacuation planning, cooling and warming shelter readiness.
- Assist with site surveys during IDPH site inspections.
- Manage the backflow prevention program for Village facilities and coordinate with service contractors for annual testing and repairs.
- Budget planning, management, and project execution of the annual and 5-year facility plan.
- Complete daily, weekly, monthly inspections for facilities. Coordinate fixed generator preventative maintenance and repairs.
- Maintain equipment list for all critical facility equipment.
- Maintain key inventory and control program for all Village buildings.
- Responsible for snow control measures across the Municipal Complex.
- Attend Village meetings as needed.
- Performs other duties as required or assigned.

Required Skills/Education/Experience

High School or equivalent (G.E.D); supplemented by vocational courses in the trades, five to ten years' experience in related fields, including supervisory experience, or equivalent combination of education and experience. Must obtain Class B Commercial Driver's License (CDL), and a Certified Pool Operator (CPO) certification within the first six months of hire.

Hours and Compensation

The salary range for this position is \$91,628.44- \$123,698.88 annually, and the anticipated hiring range is between \$91,628.44 - \$107,663.66 annually. This is a full-time, non-exempt position. This position is eligible for overtime. All applicants must be able to work 7:00am – 3:30pm, Monday through Friday and attend some events, programs and meetings outside of normal business hours when required. The Village of Lincolnwood also offers a comprehensive and competitive benefits package that includes Blue Cross PPO and High Deductible Medical Coverage, Delta Dental PPO and HMO plans, life insurance, vision insurance, participation in the Illinois Municipal Retirement Fund (IMRF), paid sick, vacation and holidays, along with other benefits. Applicants can find the general description of benefits in the Summary of Benefits Document posted on the website.

Application Process

To apply, please complete an application for employment at www.lincolnwoodil.org/employment. Applications will be received until Monday, February 10, 2025.