



## **Parks Maintenance Manager**

### **Bolingbrook Park District**

**Contact Name:** Chris Finn  
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**Closing Date:** 2025-03-02  
**Salary:** \$74,000 to \$77,000

#### **Description:**

***To Apply and See Full Job Description, Please Select this Link:***  
***[https://www.appone.com/MainInfoReq.asp?R\\_ID=6656490](https://www.appone.com/MainInfoReq.asp?R_ID=6656490)***

#### **JOB SUMMARY**

Under the supervision of the Director of BGNR (Buildings, Grounds and Natural Resources) is responsible for planning, organizing and managing park maintenance. Supervises crew leaders and grounds workers responsible for maintenance, repairs, and improvements to parks. Serves as member of the Districts' safety committee representing the grounds division. In the absence of the Director of BGNR, the Parks Maintenance Manager shall serve as head of the grounds division.

**Annual Salary Range: \$74,000 to \$77,000**

#### **BENEFITS**

- Full Time employees, and family members living in their household, receive a FREE membership to our Lifestyles Fitness Center and the Pelican Harbor Aquatic Park.
- Full Time employees, and their family members living in their household, receive 50% discount on eligible programs.
- Participation in our mandatory pension fund with IMRF-Illinois Municipal Retirement Fund.
- Life insurance based on 2 times the employee's annual salary-paid by the park district.
- Optional medical, dental, and vision insurance from 5% to 15% of cost, depending on selections.
- Optional supplemental insurances for life, accident, critical care, cancer, hospital and whole life available during open enrollment.
- Free CPR/AED training & certification.
- Access to Employee Self-Service Payroll & Timekeeping portals.

#### **EDUCATION, EXPERIENCE & TRAINING**

- Bachelor's degree in park management, forestry, landscape design, or related field.
- Minimum five years of supervisory experience in landscape management and personnel management.

- At least three years' work experience in the following areas; forestry, athletic field maintenance, landscape maintenance and construction.
- Pesticide applicators license required, or become certified within 6 months of hire.
- Certified Playground Safety Inspector (CPSI) certification required within 12 months of hire.
- Personnel management experience to manage, motivate, train, and schedule grounds staff.
- Bilingual, English and Spanish speaking individuals are highly desirable.
- Valid driver's license with access to vehicle during working hours.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Ability to plan and schedule daily and weekly work schedules for staff.
- Mechanical aptitude and interest in machinery and equipment used in park maintenance.
- Knowledge of occupational hazard and safety precautions
- Thorough understanding and experience of inventory control and budgeting.
- Ability to comprehend blueprint details and specifications.
- Ability to communicate both in written and verbal form.
- Ability to operate, maintain and troubleshoot equipment and vehicles used in park maintenance and construction.
- Working knowledge of Microsoft Office Suite of programs and Buildings and Grounds maintenance software.

## **DUTIES AND RESPONSIBILITIES**

- Plan, organize, and supervise park maintenance and repairs performed by grounds staff. Responsible for maintaining and improving parks to meet Bolingbrook Park District standards.
- Prepare daily, weekly and monthly work schedules based on District's standard of care and long range plan. Administer the work order system for parks. Ensure all work orders are completed on schedule.
- Responsible for purchasing materials, equipment and general services. Plan, coordinate and supervise work with outside contractors.
- Prepare and administer annual budget for park maintenance.
- Serve as the Grounds Division representative on the District's safety committee. Ensure compliance with safety, health and loss control policies and procedures.
- Recruit, interview, hire, train and evaluate parks division staff.
- Review employee work hours to verify accuracy and approve payroll.
- Responsible for District's snow and ice removal program.
- Assist the Director of BGNR in developing short range and long range maintenance and improvement plans.
- Responsible for park quality control. Inspects grounds and work areas to eliminate deficiencies and improve park facilities.
- Write monthly Board reports, quarterly reports and monthly KPIs.
- Continually evaluate the effectiveness of maintenance procedures and programs and make changes to improve quality, efficiency and effectiveness.