



## **Superintendent Of Parks- Trades**

### **Arlington Heights Park District**

**Contact Name:** John Kramer

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**Contact Phone:** 847-506-7145

**Closing Date:**

**Salary:** Hiring Range: \$98,881-\$106,222

#### **Description:**

Are you a skilled leader with experience in park maintenance, construction, and trades? Arlington Heights Park District is looking for a Superintendent of Parks – Trades Division to oversee the maintenance, repair, and enhancement of our park facilities and infrastructure. In this key position, you will lead skilled trades teams, manage projects, and ensure the safety of our 58-plus facilities and parks. If you're excited to be part of a dynamic district with numerous projects in the works, apply today and help shape the future of our next 100 years!

The salary range for this position is \$98,881-\$137,335 **with an anticipated hiring range of \$98,881-\$106,122.**

#### **ESSENTIAL JOB DUTIES**

- Oversees daily maintenance and repairs for carpentry, electrical, HVAC, plumbing, and pools
- Directs general trade and custodial staff in building maintenance, improvements, and construction
- Develops department goals, objectives, and standards for staff
- Assesses community needs and ensures park maintenance aligns with expectations
- Responds to customer inquiries, complaints, and emergency calls
- Maintains records for equipment, commodities, and expenditures
- Prepares and manages department budgets, including capital project recommendations
- Reviews and approves purchases, contracts, and bid specifications
- Inspects completed work for quality, compliance, and preventive maintenance needs
- Manages vendor contracts, project oversight, and regulatory compliance
- Hires, trains, supervises, and evaluates staff at all levels
- Prepares payroll, reports, and board summaries as required
- Conducts staff meetings and coordinates work across departments
- Oversees safety training and ensures compliance with policies and regulations
- Responds to emergencies during and after hours

#### **This position will need to have a strong knowledge of:**

- Building maintenance, repairs, construction methods, codes, ADA standards, custodial procedures, and general trades

- Understanding of park and recreation administration principles and financial management
- Hiring, supervising, training, and evaluating staff while fostering positive workplace relationships
- Working independently, managing time effectively, and handling multiple deadlines
- Troubleshooting, problem-solving, and reading blueprints and schematics
- Leadership, teamwork, and communication skills (oral and written)
- Self-motivation, ability to maintain composure in difficult situations
- Computer applications, including word processing, spreadsheets, and databases
- Safety practices, procedures, and defensive driving requirements

## **EDUCATION, EXPERIENCE AND TRAINING**

- BA/BS in Parks and Recreation, Landscape Architecture, Construction Management, Industrial Maintenance, or a closely related field from an accredited college or university
- Minimum of five or more years of demonstrated success in buildings and trades maintenance
- Minimum of five or more years of supervisory experience
- Or, any equivalent combination of education, experience, and training
- Minimum requirement of a valid Illinois Class "B" Commercial Driver's License with air brake endorsement
- Valid Illinois Pool Operators Certification
- CPR and AED Certification required within six months of employment

## **BENEFITS WE OFFER**

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

## **AHPD OVERVIEW**

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District operates five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three-time National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

*The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.*