



Superintendent of Parks

Clarendon Hills Park District

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Closing Date: 2025-04-09

Salary: Starting Salary: \$100,000 Salary Range: \$100,000- \$150,000

Description:

Clarendon Hills Park District is seeking a dynamic Superintendent of Parks to oversee management of parks facilities. The Clarendon Hills Park District, established in 1946, is dedicated to enhancing the quality of life for residents by maintaining eight beautiful parks and offering a variety of recreational programs and facilities, including the Lions Park Pool and Community Center. As a key part of our mission to provide exceptional parks and green spaces, we are seeking a passionate and experienced leader to join our team as the Superintendent of Parks. This high-impact, full-time role oversees all aspects of park maintenance, facility operations, and capital projects, ensuring our parks remain safe, beautiful, and welcoming for the community. With a competitive salary, excellent benefits, and the opportunity to lead a dedicated team, this position is perfect for an individual with strong leadership skills, a background in parks and facility management, and a vision for maintaining and improving public spaces. If you're ready to make a lasting impact in a thriving community-focused organization, we encourage you to apply!

Position Summary

The Superintendent of Parks plays a critical role in maintaining and improving the Clarendon Hills Park District's beautiful parks and facilities, ensuring they are safe, functional, and welcoming for the community. This leadership position is responsible for overseeing park maintenance operations, staff management, and facility improvements while contributing to long-term sustainability and capital planning. Under the management of the Executive Director, the Superintendent of Parks is responsible for the planning, operation, supervision and evaluation of all park maintenance staff, equipment, fleet operations, parks and field maintenance, and all facilities including the Maintenance Facility, Lions Park Pool and the Community Center. This is a full-time position working in excess 40 hours a week. Generally, hours are 7:00am – 3:30pm Monday thru Friday, weekends, evening, and holiday's work will be required as needed and will vary with the seasons. This is a full-time job including with insurance (medical, dental, vision, and life), holiday pay, paid time off, and IMRF pension.

Qualifications

A Bachelor's Degree in Parks and Recreation or Natural Resources Management. The candidate must have a minimum of 7 years of supervisory experience with park and facility maintenance

proficiency. The candidate must have park organizational and administrative skills, with practical knowledge of park operations, facility management, project planning and construction management. Have a valid Illinois class driver's license, and pesticides applicators license, CPSI and CPO certifications or within six months of employment.

Essential Duties and Responsibilities

1. Oversee all park maintenance staff hiring, training, and performance evaluations, with Executive Director approval.
2. Supervise the daily work schedules of all park maintenance staff relating to the maintenance and operations of all parks and facilities.
3. Develop and prepare all park maintenance and facility budgets with the approval of the Executive Director.
4. Review and approve the park maintenance staff's time sheets for payroll before presenting them to the Executive Director.
5. Oversee the purchasing of all park maintenance and facility supplies as approved by the Executive Director and in accordance with the Park District's Purchasing Policy.
6. Manage the Park Districts ADA Transition Plan to ensure compliance and accessibility.
7. Manage and maintain daily all maintenance and operations of the Lions Park Pool.
8. Develop and enforce emergency procedures of all parks and facilities.
9. Manage, design, and write specifications for minor projects, equipment purchases and contractors.
10. Participate in work as needed in all areas of the Park District, parks, and facilities.
11. Prepare and submit all park and facility maintenance reports to the Executive Director.
12. Monitor and maintain a thorough understanding of the Park District's policies, procedures, and operations
13. Assist with the planning and management of all Capital Projects.
14. Assist with the comprehensive park maintenance plan.
15. Educate and train the park maintenance staff on all park operations and procedures.
16. Attend administrative staff meetings when requested by the Executive Director.
17. Review and evaluate all parks and facilities monthly.
18. Conduct regular park and facility inspections to ensure compliance with CPSC/ASTM playground safety guidelines.
19. Maintain daily communications with all park and recreation staff.
20. Maintain and develop the various park programs (Tree/Bench Memorial) information and brochures.
21. Develop and maintain working relationships with other Park Districts, community organizations and residents.
22. Gather future data related to the parks and facilities as directed by the Executive Director.
23. Proficient in Microsoft Word, Excel, and other computer software skills.
24. Enforcement of all safety rules and regulations as outlined in the Park District Safety Manual.
25. Continue educational growth and professional memberships through a variety of IPRA resources. Must obtain CPRP certification within one year after requested by the Executive Director.
26. Perform other duties as assigned by the Executive Director.

How to Apply

Interested candidates should submit the following:

1. Cover letter detailing interest and qualifications.
2. Resume highlighting relevant experience.

Submit applications to katieg@clarendonhillsparkdistrict.org no later than 5:00pm Wednesday, April

9. No calls please.