



Trades Manager

Northbrook Park District

Contact Name: Randy Truhlar

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Closing Date:

Salary: 79,000 - 90,000 Per Year (DOQ)

Description:

JOB STATUS: Full time **DIVISION:** Parks and Properties **FSLA STATUS:** Exempt

JOB LOCATION: Joe Doud Administration Building

Join our amazing team as a Trades Manager. This position is responsible for oversight and management of trades work related to maintenance, repairs and improvements of District facilities, pools and playgrounds, including, but not limited to, mechanical, HVAC and domestic water systems, carpentry, electric and plumbing. The position manages trades staff. The position is on-call outside regular business hours for possible facility and fleet issues.

Essential Job Duties

- Oversee the day-to-day operations of the Trades department; develop and implement the trades work plan and assign work tasks to staff; assist with work tasks when urgencies arise.
- Supervise the inspection, maintenance and repairs of the HVAC, furnace boiler units, swimming pools, playgrounds, facility signage and other facility environment controls; only assist with work as needed.
- Oversee the scheduling of projects and work tasks to ensure the most efficient and effective use of resources and staff, including preparing contracts, scheduling work at District properties, and coordinating task completion with outside parties.
- Point of contact for trades-related maintenance issues.
- In coordination with the facility maintenance manager, oversee utility use (water, natural gas, electrical) and mechanical energy efficiencies District-wide.
- In coordination with Facilities manager, manage utility billing and utility purchasing.
- Oversee net-zero performance and operations at Techy Prairie Activity Center (TPAC). Ensure all systems (PU, mechanical, electrical) are operating within specifications.
- Analyze, monitor and evaluate the execution of the department work plans, methods, goals and objectives and staff completion of them with a focus on efficiency; implement improvements as needed.
- Recruit, select, hire, train, supervise and evaluate staff; compile and review all necessary personnel paperwork; monitor and approve staff work hours and overtime expenditures; continuously develop staff by providing feedback and opportunities for growth.

- Utilize asset management software to assign staff tasks and record completed tasks and associated costs.
- Develop and implement the department's operating procedures; revise as needed.
- Ensure property, facility and safety equipment inspections and other periodic inspections throughout the district are conducted as assigned.
- Prepare the budget for areas of direct responsibility for approval; execute and maintain operations within the confines of established budget allotments; review, approve and, as necessary, revise budgets prepared by subordinates in areas of indirect responsibility.
- Provide direction in constructing, maintaining and repairing building automation systems, domestic water systems (drinking fountains, etc.) and storm and water/irrigation systems.
- Manage contracts/agreements based on need (may include building and facility-related maintenance projects); confirm proper documents are received and meet the District's contractual and insurance specifications; ensure terms of the contract are being followed; coordinate internal efforts in accordance with the contract/agreement terms to meet service needs.
- Assist in developing Capital plans for trades-related projects; participate in the planning and design of park, facility/building improvements, additions and developments; develop budget recommendations and research and prepare specifications for assigned capital improvement projects and equipment purchases.
- Inspect District parks, facilities, and mechanical systems, determine needed maintenance tasks and frequencies, conduct periodic site visits, and revise the master maintenance plan as needed.
- Manage the snow removal procedures in collaboration with other Division Managers; ensure staff is properly trained to operate snow removal equipment; ensure staff understands the snow removal plan and follows the plan accordingly.
- Provide support for District events for event set-up and take-down.
- Prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.
- Enforce and communicate safety rules and procedures with staff; conduct ongoing safety training for staff; address and correct unsafe conditions; address unsafe employee behavior.
- Report any work-related or patron injuries, incidents or unsafe conditions to supervisor and/or Risk Management; address unsafe conditions as appropriate; complete or review incident/accident report forms as needed.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

Benefits

All employees are eligible for the Recreation Benefits usage, which includes discounted and/or complimentary services, a Retirement Savings Option, and an Employee Referral program.

To view job description, [click here](#).

Qualifications

Associate's degree in a related field, supplemented by five (5) years experience in a trades field, including two (2) years of supervisory experience.

Skills & Abilities

- Proficient with Microsoft Office (Outlook, Word, Excel)
- Organizational skills and problem-solving
- Valid Illinois driver's license
- Interpret and manage contracts for building services

- Certified Pool/Spa Operator certification within six (6) months of hire
- National Recreation and Park Association Certified Playground Safety Inspector (CPSI) or ability to obtain within twelve (12) months of hire
- CPR/AED Certification or ability to obtain within six (6) months of hire
- Project Management Professional certification desired
- Certified Facility Manager or Facility Maintenance Professional desired

Knowledge

- Mechanical and maintenance policies, practices and procedures
- Facility maintenance and mechanical, electrical and plumbing systems
- Occupational safety and risk management
- Equipment, materials and supplies necessary for a safe working environment
- Swimming pool operation and maintenance
- Building automation systems
- Building code compliance
- Software applications, such as for the use of project management, Asset management software, Geographic Information Systems (GIS) and time and attendance management

Compensation & Hours:

\$79,000-\$90,000 per year (DOQ)

This is a full-time, exempt position, Monday – Friday 6:00 AM-2:00 PM

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb, smell, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 60 pounds. Use material handling equipment or staff assistance when lifting or moving objects 50 pounds or greater.

To apply, please complete a job application at: <https://nbparks.co/tradesmanager>

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer