



Centennial Ice Maintenance Supervisor

Wilmette Park District

Contact Name: Carol Heafey
Contact E-mail: cheafey@wilpark.org
Contact Phone: 847-256-9692
Closing Date:
Salary: \$57,696-\$77,891

Description:

Due to retirement the Wilmette Park District is currently seeking a Centennial Ice Maintenance Supervisor

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Deferred Contribution Plan and Section 125 Flexible Spending account in addition to paid holidays and vacation time, facility discounts & usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

SUMMARY:

Under the direction and supervision of the Aquatics and Ice General Manager, the Centennial Maintenance Supervisor is responsible for the overall upkeep, appearance and maintenance of the two Centennial Ice Rinks, equipment and common areas. This is a full-time, non-exempt position.

SUPERVISORY RESPONSIBILITIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Responsible for facility opening M-F. Opening includes a walk through and inspection of facility to ensure all building mechanical systems and equipment are in good working order.
- Maintains cooling tower
- Monitors and maintains ice rink mechanical systems including HVAC
- Drive the Ice Resurfacer to resurface ice
- Assist in maintenance and upkeep of machines
- Replace blades on main and studio rink Ice Resurfacer
- Recommend repair/replacement of equipment

- Develop preventative maintenance schedules and ensure activities are complete
- Communicate any ice needs to part-time (evening/weekend) staff
- Coordinate/track and monitor weekly deliveries (propane/ Ice Resurfacer blades)
- Sharpen rental skates, as well as skates for the public
- Keeps up with cleanliness and supply replenishment in bathrooms and ice lobby
- Greeting and interacting with the public in a courteous and knowledgeable manner
- Annual Ice Show responsibilities including but not limited to:
 - Setting curtains
 - Setting up changing rooms
 - Placing spot platforms
 - Strike set and store all materials
- Actively contribute to the Park District's sustainability goals
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities
- Perform other related duties as assigned, based on agency needs

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, Human Resources/Risk Management division
- Attend and participate in required safety training
- Report all accidents and incidents that occur under area of responsibility to Aquatics and Ice General Manager

QUALIFICATION REQUIREMENTS:

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Building trade degree preferred
- Experience operating/maintaining Ice Resurfacer preferred
- Basic knowledge of HVAC
- Prior custodial/maintenance experience required

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must hold a valid Class D driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence

- Ability to effectively present information in one-on-one settings
- Ability to deal with problems involving a few concrete variables in standardized situations

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite.

PHYSICAL DEMANDS/WORK ENVIROMENT:

The physical demands 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.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; push, pull, carry, and repeatedly stoop, kneel, crouch, or crawl
- The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration
- The employee occasionally works in high precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock
- The noise level of the work environment is usually moderate to loud
- General work area is both indoors and outdoors in varying weather and temperatures

HOURS:

- Normal working hours are Monday through Friday, 5:30 am to 2:30 pm, hours maybe adjusted based on the season, with extra hours required at various times
- General hours of duty will be approved by the Aquatics and Ice General Manager and Superintendent of Recreation

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