



Operations Supervisor-Trades

Arlington Heights Park District

Contact Name: Alex Giannikoulis

Contact E-mail: agiannikoulis@ahpd.org

Contact Phone: 847-577-3000

Closing Date:

Salary: \$36.78-\$39.23/ Hr. DOQ

Description:

As our Operations Supervisor - Trades, you'll be the go-to for keeping things running smoothly, from HVAC to plumbing, electrical to carpentry. If you're a pro at problem-solving, keeping calm under pressure, and making sure the right tools are in the right hands, apply today!

The salary range for this position is \$35.69-\$49.57/Hr., with an anticipated hiring range of \$36.78-\$39.23/ Hr.

ESSENTIAL JOB DUTIES

- Supervises and assigns daily operations, maintenance tasks, and special projects across facilities and parks.
- Manages and evaluates trades staff and seasonal employees, ensuring quality work and staff development.
- Oversees contractor services, maintenance contracts, and vendor relationships, including ComEd rebate programs.
- Coordinates inspections, permits, and licensing for systems such as fire safety, pools, elevators, and backflows.
- Monitors building systems, including automation, pool controls, and roof conditions, managing associated warranties.
- Responds to public inquiries, complaints, and emergencies, ensuring timely and effective resolution.
- Maintains partnerships with public agencies (e.g., IDPH, MWRD, Village departments) for regulatory compliance.
- Oversees special event setups (e.g., Memorial Day, July 4th) and seasonal displays at North School Park.
- Assists with budgeting, payroll, purchasing, and reporting, including capital and comprehensive planning.
- Ensures safety training and proper equipment use among maintenance staff, promoting a safe work environment.

This position will need to have a strong knowledge of:

- Good to strong proficiency and experience in more than one of the following trades: Electrical, HVAC, Pool Operation/Maintenance, Plumbing or Carpentry/Construction

- Good knowledge of the principles, practices and objectives of park and recreation administration

EDUCATION, EXPERIENCE, AND TRAINING

- AA/AS in Parks and Recreation, a facility trade, or closely related field from an accredited college or university is preferred
- Minimum of five or more years of demonstrated success, of which three years were in a supervisory role in a parks/facility maintenance is preferred
- Or, any equivalent combination of education, experience and training
- Valid Illinois Non-CDL Class “C” driver’s license within nine months of employment
- Certified Pool Operator (CPO) preferred
- CPR and AED Certification required within six months of employment
- CPRP is desired

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

Full-Time Benefits

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 a cohesive environment to create a mutually respectful, multicultural, and equitable environment.*