



Athletic Grounds Maintenance Supervisor

New Lenox Community Park District

Contact Name: Ken Stephens

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Closing Date:

Salary: \$49,206.56-\$61,508.20

Description:

Job Description

Under the general supervision of the Parks Maintenance Assistant Director, the Athletic Grounds Maintenance Supervisor is responsible for the care and maintenance of the New Lenox Crossroads Sports Complex and property. Must be able to assist the Parks Maintenance Assistant Director and lead a crew, along with seasonal staff, on projects/special events and other daily tasks to aid the Director of Parks Maintenance to successfully reach the goals and objectives of the Athletic Grounds Maintenance Department.

Qualifications

Must be able to uphold and enforce Park District Policies and Procedures, also able to provide work direction and supervision and have a comprehensive understanding of inventory and controls. Must be skilled in operating vehicles, equipment and power tools, perform semi-skilled landscaping care tasks, and be able to apply techniques and use the tools of one or more of these categories: carpentry, plumbing, masonry, electrical work, small equipment repair or welding. Must be at least 18 years old, have a high school diploma or the equivalent, basic computer skills a necessity, valid Illinois Driver's License and a Pesticide Operator or Applicator license. This position also requires CPR, AED, and First Aid certification.

Pre-requisite:

- 5 years field work experience
- Ability to communicate effectively and keep accurate business records
- Cognitive skills to follow both written and verbal directions
- Manual labor; moderate to heavy lifting
- Ability to work in a diverse climate and environment
- Able to walk long distances (8-10 miles in one day)
- Available to work weekends, holidays, occasional nights (snow plowing), flexible start/end times and occasional overtime
- Experienced in and able to complete projects pertaining to landscaping, construction and general maintenance including plumbing, electrical, welding and carpentry
- Mechanical aptitude in machinery and equipment

- Knowledge/experience of equipment related to synthetic field maintenance
- Knowledge/experience maintain natural grass and synthetic surfaces
- Knowledge of irrigation repairs and maintenance is a plus
- Knowledge of ornamental landscaping (flowers, shrubs, trees, etc.) is helpful

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. Sports Complex:

- Landscaping, irrigation, planting, and installation of sod/seed/trees/erosion blankets, etc
- Layout and maintenance of athletic fields and other site related features
- Performs facility checks, inspects for vandalism and can create project lists
- Cleaning and maintenance of all sites
- Assist with maintaining synthetic surfaces. Ex. Grooming, Drainage, Patch/Plate Repairs
- Prepare all playing surfaces to meet the unique needs of each tournament group
- Complete special projects and daily assignments as directed by the Assist Director of Park Maintenance

2. Equipment:

- Operates, monitors, and evaluates all trucks, tractors, and equipment
- Fuel trucks, tractors, gas cans, etc.
- Cleaning and minor repairs and/or adjustments of all equipment
- Coordination and training of facility vehicles

3. Budget:

- Monitors supply inventory, in absence of Parks Maintenance Assistant Director
- Purchase and/or transportation of pre-approved products or equipment
- Assists Park Maintenance Assistant Director with vehicles and equipment needs

4. Staff Supervision/Training:

- Leads with the supervision and training of less skilled workers
- Leads with daily plan by providing staff with guidance while out in the field
- Promotes safety, use of appropriate gear and follows sound practices to help ensure the safety of staff and park patrons
- Assist when needed, scheduling staff with tasks for the day
- Assign, oversee, and assist Laborer staff in the completion of maintenance tasks

5. Payroll:

- Oversees and approves bi-weekly payroll for Athletic Grounds Maintenance staff

6. Monthly/Annual Reporting:

- Assist with End of Month Reports
- Budget Preparation: identifies projects, vehicles and equipment needs

7. Community Relations:

- As it pertains to Associations, Parents, Rental Customers, Guests, and Special Events

Secondary Responsibilities

1. Back-up functions to the Parks Maintenance Assistant Director

For a listing of all Full-Time Benefits please visit, <https://www.newlenoxparks.org/rccms/wp->

content/uploads/2024/12/Full-time-5.pdf

To apply for this position, please visit,

<https://www.applitrack.com/newlenoxparks/onlineapp/jobpostings/view.asp?category=Crossroads+Sports+Complex&AppliTrackJobId=333&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>