



Superintendent of Trades

Palatine Park District

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Closing Date:

Salary: \$103,000 - \$109,000

Description:

The Palatine Park District manages 802 acres of land and serves around 83,000 residents! With over 50 unique properties, there's no shortage of excitement. With 30 playgrounds, as well as a variety of facilities including three recreation centers and three refreshing outdoor aquatic venues. A stunning outdoor amphitheater, the historic Clayson House Museum, Cutting Hall Performing Arts Center, Palatine Hills Golf Course, and our four Preschool locations, not to mention a variety of other special-use buildings.

Position Focus

The Superintendent of Trades is responsible for the trades and fleet divisions, including management of full-time staff, maintenance, and upkeep of district buildings, vehicles, and assets.

Education, Experience and Training

Bachelor's degree from a college or university in Parks and Recreation, Facility/Construction Management, or related field, or any combination of training and experience that provides the required knowledge, skills, and abilities. Five years of progressive management experience and sound budgeting practices. CPO or the ability to obtain. Must have comprehensive knowledge of maintenance, including HVAC, plumbing, electrical, vehicle, and equipment.

Duties and Lines of Responsibility

- Planning, scheduling, execution of maintenance, repair, and renovation projects for all district buildings, facilities, grounds, vehicles, and equipment.
- Asset management- maintain records, implement management and replacement strategies, budget planning, and asset auditing.
- Prepare bid specifications for contractual projects.
- Manages contractor performance, quality control, and compliance with contractual obligations, specifications, and safety regulations.
- Prepare and manage the division's budget.
- Perform personnel actions (e.g., disciplinary actions, coaching, recognitions, terminations).
- Manage, train, schedule, and evaluate all Division full-time staff.
- Develop strategic and annual goals and objectives that coordinate with the mission and values of the District. Develop specific work plans for the trades and fleet divisions

- Ensure safety compliance, conduct training, and implement risk management strategies.

Benefits & Wages

- Health/Dental/Vision insurance for individual and family
- Paid life insurance
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays, and sick time
- Unlimited in-house complimentary programs
- Seasonal pool passes for indoor and outdoor pools (individual and family)
- Fitness Center membership (individual and family)
- Discount at Palatine Hills Golf Course

Employment contingent upon successful criminal background check, pre-employment drug screen, and physical. Palatine Park District participates in the Department of Transportation random drug and alcohol testing program.

If you are ready to take the next step in your career, come join us and Live the Parks & Rec Life!

Click Here for the Superintendent of Trades Job Description

To apply, visit: <https://www.palatineparks.org/employment-opportunities/>

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.