



Park Operations Manager - Sports Fields and Events

Huntley Park District

Contact Name: Wesley Peete

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Closing Date:

Salary: \$57,460-\$86,190

Description:

Under the direction of the Director of Parks and Facilities, the Park Operations Manager – Sports Fields and Events is a working managerial position that will oversee all operations in athletics, tournaments, and special events. This position is responsible for day-to-day sports field setups, maintenance and repair, and managing special event support operations. This position will directly oversee Tomaso Sports Park daily operations and maintenance of sports fields, tournaments, and special events. This position will work directly with supporting the Recreation Department and will be expected to perform office work, supervisory work of staff members, and some hands-on work in the field. Will utilize the computer daily to perform a variety of tasks. This position will supervise all sports field staff, ground maintenance staff and seasonal grounds maintenance staff. This position is a Full Time-Exempt position.

JOB REQUIREMENTS

1. High school graduate required. Degree in Recreation/Sports management, Parks and Natural Resource Management or related field preferred.
2. A minimum 5 years of progressive work experience.
3. Pesticide Operators License pertaining to turf management required within 6 months of hire.
4. Ability to speak Spanish is desirable.
5. Available to work extended hours including weekends, holidays, occasional nights, and flexible start/end times.
6. Strong knowledge of turf grass and integrated pest management.
7. Cognitive skills to follow both written and verbal directions.
8. Manual labor; moderate to heavy lifting.
9. Ability to work in a diverse climate and environment.
10. Able to walk long distances (8-10 miles in one day)
11. 3 years' experience in supervisory/management position required.
12. 3 years' experience with snow removal, plow trucks, skid steers, sidewalk maintenance machines and deicing methods a plus.
13. Ability to operate various lawn equipment including, zero turn mowers, wide area mowers, tractors with implements, chainsaws, trim spray equipment, boom sprayers, trucks and trailers, snow sweepers, ATV, UTV, various 2-cycle power equipment.

14. Class C Non-CDL Driver's License preferred or the ability to obtain within 12 months of hire.
15. Knowledge of work order management systems.
16. Budgeting, ordering, purchasing, and reporting skills preferred.
17. Must have excellent organizational and time management skills.
18. Knowledge/experience to maintain natural grass and synthetic surfaces.
19. Knowledge of irrigation repairs and maintenance is a plus.
20. First Aid, AED, and CPR certification or the ability to obtain such within 90 days.
21. Prior to employment a successful criminal background check and physical/drug test by a Park District approved physician must be completed.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Develop and lead a highly effective team of employees through proper recruiting, hiring, training, coaching, empowerment, delegation, motivation, and recognition.
2. Responsible for maintaining and providing professional oversight to staff and operations as assigned to ensure high maintenance, cleanliness and safety standards at all facilities to meet standards established by the Executive Director.
3. As a working supervisor, effectively manage a team of staff to complete tasks and achieve the park and maintenance standards.
4. Review, prioritize, and delegate work orders and tasks to Parks Department staff.
5. Create staff schedules to avoid excessive overtime.
6. Work with supervisor to coordinate planning and supervision of all projects.
7. Recommend and where authorized, purchase departmental supplies, materials and equipment. Review and ensure proper coding and payment procedures are followed.
8. Prepare monthly board report.
9. Maintain records and files as they pertain to park operations.
10. Review departmental goals and monitor regularly for successful completion.
11. Complete training and understand the operation of all departmental equipment.
12. Conduct routine staff meetings, safety trainings, and equipment-specific training to ensure staff are working safely toward timely completion of their tasks.
13. Conduct written performance reviews of departmental staff.
14. Establish and maintain effective relationships with all Park District-sponsored and affiliated groups and independent contractors.
15. Attend trainings and other educational opportunities as assigned.
16. Respond verbally or in writing to customer concerns and suggestions.
17. Positively represent the Park District in all dealings with all customers.
18. Build relationships with staff, vendors, and participants, by serving their needs.

MARGINAL FUNCTIONS

1. Complete other projects or duties as assigned by the Director of Parks and Facilities or the Superintendent of Parks and Facilities.
2. Attend internal and external committees as assigned.

COGNITIVE CONSIDERATIONS

1. Employee must have the ability to read and understand materials, such as, but not limited to, rules, regulations, laws, manuals, and schedules.
2. Employee must be able to make decisions objectively based on customer service and fiscal constraint.
3. Employee is responsible for keeping organized records and reports.
4. Maintain confidentiality when addressing sensitive customer or staff situations.

PSYCHOLOGICAL CONSIDERATIONS

1. Able to work independently in day-to-day operations with general direction from the Parks and Facilities Director.
2. Able to delegate work to accomplish work most effectively.
3. Demonstrate leadership qualities to perform required work.
4. Able to recognize priorities and meet deadlines.
5. Able to receive constructive criticism and/or supervision.
6. Ability to be flexible and adaptable to new situations.
7. Possess enthusiasm toward establishing and accomplishing goals and objectives.
8. Possess a pleasant demeanor and can always interact with the internal and external customers in a courteous manner, especially in difficult situations.
9. Able to resolve differences and problems that arise with internal and external customers or to recognize when to elevate to their supervisor.

ENVIRONMENTAL CONSIDERATIONS

1. Employee is exposed to indoor conditions – heat/air conditioning, fluorescent lighting.
2. Employee is exposed to outside weather conditions during sports field setups, construction projects, in the field tasks and supervision, special outdoor events, including extreme heat and humidity, cold, snow and rain.
3. Employee may sit for long periods of time doing computer-related work.
4. Employee may be exposed to noise distractions from employees or equipment in adjacent work areas.

PHYSICAL REQUIREMENTS

1. Some bending, kneeling, crouching, crawling, and reaching items off floor, under desks, and off of shelves.
2. Lift and move supplies, etc. of up to 50 lbs.
3. Lift heavier objects, supplies, and materials with assistance from another team member or job-specific equipment.
4. Climb ladder to reach supplies or storage boxes on high shelves.
5. Perform repetitive hand/arm movements such as working on a calculator or computer keyboard.
6. Reading handwritten information and writing legibly.
7. Ability to handle mental stress to cope with multiple tasks, deadlines, and situations with dissatisfied staff, vendors, etc.
8. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

Reasonable accommodations may be made to enable individuals with disabilities.

SAFETY RESPONSIBILITIES

1. Assure a safe and hazard free environment by supervising staff to ensure work and activity spaces are safe and to correct and safeguard against potential accidents.
2. Must comply with all safety policies and procedures.
3. Be aware of, follow, and enforce rules and standards set forth by state, local, and other industry-specific standards as they apply to our operations.
4. Follow directions and exercise good judgement and safety awareness.
5. Use all required PPE.
6. All unsafe situations are to be corrected if it is your responsibility or reported to your supervisor or appropriate staff who can resolve the matter immediately.

GENERAL STATEMENT OF POLICIES, SAFETY, ETC.

It is expected that all Huntley Park District Staff comply with the policies and procedures as set forth

by the Huntley Park District Board of Commissioners. Resources that outline these policies and procedures include the Personnel Policy Manual, Safety Manual, Departmental Manual, Area or Job Specific Manuals and other written or verbal procedures as provided by your supervisor. As all situations cannot be documented even in manuals such as these, it is further expected that your actions as an employee are always performed with safety in mind, respect of your fellow staff and customers in mind, and at the direction of your supervisor. It is expected that all staff learn and understand these policies and procedures.

OUTLINE OF BENEFITS CAN BE LOCATED HERE

To apply, please complete a job application at: HUNTLEYPARKS.ORG

This job description is meant as an outline of the job and does not represent all duties or a contract of employment.