



Parks Supervisor

Prospect Heights Park District

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Closing Date:

Salary: \$25.95 - \$38.92 DOQ

Description:

Summary:

The Parks Supervisor oversees the daily operations, maintenance, and improvements of all parks, athletic fields, playgrounds, and natural areas within the Prospect Heights Park District boundaries. This position supervises staff, schedules work assignments, and ensures that all tasks are performed safely, efficiently, and in accordance with district standards and applicable regulations. This is a full-time, non-exempt position averaging 40 hours per week. May require occasional evenings and weekends for special events, holidays, emergencies, or seasonal needs.

Qualifications:

- Degree in Park Management, Horticulture, Turf Management, Natural Resources or related field preferred.
- Minimum 3–5 years of progressively responsible experience in parks, grounds, or facility maintenance, including at least 2 years of supervisory experience preferred.
- Experience with tree and turf care in public or recreational settings is highly preferred.
- Certifications required (or ability to obtain within 6–12 months): Certified Playground Safety Inspector (CPSI) and CPR/AED
- Licenses required (or ability to obtain within 6–12 months): Illinois Pesticide Operator's license and Illinois Driver's license
- Proficiency in Microsoft Office preferred

Immediate Supervisor:

The Parks Supervisor will report directly to the Superintendent of Parks & Facilities.

Supervision Exercised:

The Parks Supervisor supervises full-time, part-time and seasonal parks staff.

Essential Functions:

- Direct and supervise parks maintenance crews in daily tasks including landscaping, turf management, tree care, and invasive species management.
- Assign and monitor work orders; ensure timely completion and proper documentation.
- Oversee preparation and maintenance of athletic fields for seasonal sports and special events.

- Manage the district's tree care operations including removals, pruning, planting, mulching, and annual inventory updates.
- Review the district's tree management plan and enforce ordinances related to trees within park boundaries.
- Coordinate seasonal responsibilities such as snow removal, leaf collection, and irrigation system upkeep.
- Conduct regular inspections of parks, playgrounds, bike paths, and refuse areas to ensure cleanliness, safety, and proper functionality.
- Oversee the cyclical inspection and preventive maintenance of all equipment, vehicles, and machinery.
- Maintain partnerships and coordinate with volunteer organizations such as PHYBS, TreeKeepers, PHNRC, and the Parks Foundation.
- Recommend repairs, improvements, and capital projects to the Superintendent
- Assist with procurement, vendor coordination, and project implementation as needed.
- Maintain accurate records for labor hours, materials used, and equipment service.
- Respond to public and staff inquiries, complaints, or emergencies in a professional and timely manner.
- Provide feedback to assist with the development of operating and capital budgets.
- Submit bi-weekly payroll for full-time, part-time, and seasonal staff.
- Ensure maintenance practices comply with OSHA, IDPH playground safety, pesticide application laws, and other applicable regulations.
- Provide training, mentorship, and performance feedback to staff; participate in the hiring and evaluation process.
- Respond to storm damage, flooding, or other natural hazards impacting parks and public safety.
- Attend staff meetings and contribute to long-term planning and sustainability initiatives.
- Engage in professional development through attendance at relevant conferences, meetings, and workshops.
- Perform other duties as assigned.

Psychological Considerations:

Must exercise sound judgment when prioritizing tasks, responding to emergencies, or resolving conflicts. Supervisors are expected to make timely decisions under pressure and lead by example. Responsible for supervising a diverse team of full-time and seasonal employees, which may require handling interpersonal conflicts, provide corrective feedback, and maintain a positive team environment. Balancing administrative duties (e.g., scheduling, budgeting, reporting) with field responsibilities requires the ability to organize time efficiently and manage multiple tasks simultaneously. Must be able to respond professionally and calmly to inquiries or complaints from residents, patrons, and community stakeholders—even in stressful or emotionally charged situations. Expected to maintain a high level of integrity, responsibility, and reliability. The Supervisor must enforce safety standards and ensure quality work, which may create periods of high-performance pressure. May be called upon to respond to storm damage, park incidents, vandalism, or safety issues outside of regular work hours, requiring mental readiness and emotional resilience. Must remain flexible and positive in the face of unexpected changes, such as staff shortages, inclement weather, or shifting priorities.

Physiological Considerations:

Regularly lift, carry, and move objects weighing up to 50 pounds independently and occasionally up to 75 pounds with assistance, such as tools, equipment, bags of materials, and supplies. Work for extended periods while standing, walking, bending, kneeling, reaching, climbing ladders, or operating machinery and vehicles. Use hands and fingers to handle tools, operate controls, perform maintenance tasks, and manipulate small parts or components with precision. Safely operate heavy equipment and navigate uneven or slippery terrain, including trails, slopes, and construction areas.

Maintain sufficient vision (corrected if necessary) and hearing to safely operate vehicles and equipment, perform inspections, and recognize safety hazards or alarms. Work may involve extended hours during peak seasons, including weekends, evenings, or emergency responses, which may result in physical fatigue. Ability to stay alert and perform consistently under such conditions is essential. Must maintain physical performance and hydration while working outdoors in varying Illinois weather conditions, including extreme heat, humidity, cold, snow, and rain.

Environmental Considerations:

Frequent exposure to extreme weather conditions such as heat, cold, rain, snow, humidity, and wind. Work is performed year-round in outdoor settings. Work involves navigating uneven terrain, natural areas, athletic fields, playgrounds, and construction sites. Tasks may be performed on hillsides, near water bodies, or in wooded environments. Exposure to loud machinery and tools such as mowers, chainsaws, leaf blowers, and tractors. Hearing protection is required. Occasional exposure to cleaning products, fertilizers, herbicides, and pesticides. Proper PPE and adherence to safety standards required. Potential exposure to insects (ticks, mosquitoes, bees), plants (poison ivy, invasive species), and animal waste. Supervisors must train staff in proper identification and safety protocols. Work may occasionally involve exposure to dust, fumes, smoke from equipment, or allergens from trees, grasses, or mulch.

Cognitive Considerations:

Use basic math and measurement skills for budgeting, ordering materials, interpreting blueprints or site plans, and tracking work order data. Comfortable using Microsoft Office, GPS systems, and cell phones and handheld radios for communication and task tracking. Must be able to read and interpret technical manuals, safety regulations, and written instructions, and convey information clearly and effectively to staff, contractors, and the public. Required to observe and evaluate park conditions, equipment performance, and staff work, ensuring that all tasks meet safety and quality standards. Must manage schedules, prioritize daily tasks, coordinate seasonal projects, and adjust resources to meet deadlines while maintaining operational continuity. Must retain and apply knowledge of safety protocols, district policies, equipment procedures, seasonal maintenance schedules, and past incidents for future decision-making. Consistently evaluate potentially hazardous situations (e.g., weather events, damaged equipment, chemical applications) and take appropriate action to protect staff and the public.

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