



Parks & Facilities Supervisor

Park District of Oak Park

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Closing Date:

Salary: \$51309.00 - \$56309.00 Salary/year

Description:

To view full job description and apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=548562&clientkey=41D8300184906117978771C10E755DC6>

Overview:

The **Parks and Facilities Supervisor** is a Full-Time Position . **The hiring range is \$51,309 - \$56,309.** Our benefits include medical, dental, vision, life insurance, flexible spending account, 457 plans, IMRF Pension, 10 days' vacation, 8 ½ holidays, 12 sick days and up to 5 personal days based on hire date. Free pool/rink and fitness center membership and discount on programs.

We are reviewing applications through August 15, 2025. In person interviews will start the week of August 18, 2025.

Job Purpose:

The Parks and Facilities Supervisor provides direction and leadership to full-time and seasonal General Maintenance staff in order to keep park sites, amenities, and playgrounds safe, clean, functional and attractive. Coordinates the resources of the grounds division to repair, maintain, and improve Park District grounds in an effective efficient manner. Coordinates with the Turf Field and Facilities Maintenance Managers on seasonal projects and as needed. Supervises custodial staff responsible for maintaining clean and sanitized facilities. This position is hands-on for assisting with work as needed and demonstrating/training purposes.

Essential Functions:

- Recruit, hire, train, schedule, supervise, complete payroll and evaluate performance of staff.
- Ensure delivery of quality customer service and clean safe facility.
- Plan, develop and implement a comprehensive facility cleaning and sanitation program.
- Plan and lead effective staff meetings.
- Prepare and manage budgets, competitively quote and research products and equipment, prepare purchase requisitions, manage monthly credit card purchases and reconciliation, manage cost of facility needs and services.
- Perform Facility Inspections and safety checklists as required.
- Manages cleaning supplies and equipment inventories.

- Ensure staff complete all assigned, required Park District training through Paycom or other platforms.
- Foster a working environment that promotes safe work habits and active participation in the risk management program.
- Coordinates activities related to the upkeep of Park District, or other facilities as assigned.
- Plans, organizes, assigns, supervises and is responsible for the work of general maintenance and custodial staff.
- Conducts ongoing in-service training of staff in proper job procedures, policies and expectations.
- Responsible for ensuring that all team members conduct vehicle safety inspections.
- Responsible for conducting Playground Inspections and other inspections as assigned.
- Create and oversee preventive maintenance program for all equipment under jurisdiction.
- Ensure that all staff and contractors follow safety procedures, including use of protective equipment.
- Prepare reports as directed by the Director of Properties & Planning or other key staff.
- Participates in specification and purchasing materials or services as required.
- Responsible for the upkeep, safety and cleanliness of the maintenance garage and exterior storage areas throughout the park system.
- Responsible to see that all staff members conduct safety inspections and do preventive maintenance on schedules on play centers and other grounds-related equipment or sites.
- Liaison to outside vendors, other agencies, and special projects contractors.
- Maintain relationship with the Village of Oak Park Public Works department; coordinates borrowing from and loaning to VOPPW of various equipment and specialized staff.
- Provides requested logistical support of athletic programs and special events in parks.
- Supervises maintenance and cleaning of parks, comfort stations, and exterior facilities.
- Supervises staff efforts related to snow removal, application of ice melt products and final inspection of facilities.
- Responsible for recognizing unsafe conditions in and around Park Facilities, including damaged trees, vandalism or breakage, reporting conditions and implementing solutions.

The Park District of Oak Park is an equal opportunity employer!