



## **Team Leader- Facilities**

### **DeKalb Park District**

**Contact Name:** Jennifer Crouch

**Contact E-mail:** [jcrouch@dekalbparkdistrict.com](mailto:jcrouch@dekalbparkdistrict.com)

**Contact Phone:** 779-777-7283

**Closing Date:** 2025-09-26

**Salary:** \$27.15-\$32.58/hr DOQ

#### **Description:**

**DeKalb Park District**

**DEPARTMENT:** Parks Planning and Development

**TITLE:** Team Leader – Facilities

**CLASSIFICATION:** Full-Time, Non-Exempt

#### **SUMMARY OF POSITION:**

Responsible for assisting the Superintendent of Parks and Development in the management and operation of the Parks Planning and Development department to include facility and equipment maintenance, facility custodial duties, building HVAC and plumbing maintenance and repairs, swimming pool maintenance and repairs, snow removal, staffing, and risk management. This position is part of the collective bargaining unit.

**SUPERVISION RECEIVED:** Reports to the Superintendent of Parks and Development

**SUPERVISION EXERCISED:** Responsible for the supervision of full-time and seasonal employees assigned to the area of responsibility.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The duties and responsibilities listed below are illustrative only and are not meant to be a full and exhaustive listing of all the duties and responsibilities of this position.

1. Participates in the recruitment, training, supervision and evaluation of full-time and seasonal staff. Will assign work projects and closely monitor performance.
2. Evaluates requirements for the completion of projects and daily functions, and accordingly configures the most efficient use of time, effort, materials, and equipment.
3. Assists in Department risk management activities associated with district playgrounds, parks, facilities, and trees; updates Safety Data Sheets; prepares reports and other documentation related to risk management assessments and activities.
4. Assists in planning, scheduling, and implementing a repair and preventive maintenance program for equipment, facilities, and park amenities.
5. Assists in facility and field preparations necessary for the opening day of outdoor athletic programs, shelters and other park facilities. Leads facility preparations for opening day at Hopkins Pool. Participates in the preparations necessary for community events and other District activities.

6. Coordinates on-call schedules for facility maintenance staff.
7. Responds to alarm calls at District facilities.
8. Instructs personnel in proper, effective, and safe operation of equipment.
9. Incorporates risk management practices in all operations.
10. Performs semi-skilled to skilled facility maintenance such as painting, plumbing, electrical, HVAC, pool operations, carpentry, and other skilled and semi-skilled trades work.
11. Assists with the creation of the Departmental budget.
12. Assist in compliance with city, state, and federal regulatory agencies.
13. Assists with setting up and taking down equipment for planned programs and events.
14. Other duties as assigned.

#### PERIPHERAL DUTIES:

1. Responds to emergency and weather-related calls during off-duty hours as required.
2. Completes written reports and manuals.
3. Attends conferences, seminars and educational session and participates in professional associations as they pertain to area of responsibility.
4. Serves on internal agency committees or project teams with other Park District employees for the benefit of the entire District.

#### DESIRED MINIMUM QUALIFICATIONS:

1. Education and Experience
  - A. High school diploma or G.E.D. equivalent.
  - B. Degree or certificate in park or facility areas such as HVAC, plumbing, or electrical is desirable.
  - C. A minimum of five (5) years of field experience with increasing responsibilities.
2. Necessary Knowledge, Skills and Abilities:
  - A. Knowledge of equipment, materials and methods utilized to perform facility and grounds maintenance.
  - B. Good understanding of maintenance operations.
  - C. Knowledge of swimming pool maintenance and operations
  - D. Knowledge of HVAC, electrical, and plumbing.
  - E. Knowledge and ability to safely operate, maintain and repair tools and equipment.
  - F. Ability to establish effective working relationships with employees, supervisors, and the public.
  - G. Working knowledge of construction materials and techniques with regard to park maintenance operations.
  - H. Ability to communicate effectively both orally and in written format.
  - I. Ability to make sound decisions and follow through on all decisions.
  - J. Basic computer skills to include word processing, email and website navigation.

#### SPECIAL REQUIREMENTS:

1. Possession of a valid driver's license. Must have the ability to obtain an Illinois Class B CDL with airbrake within one (1) year of employment
2. Evenings, weekend, and holiday hours may be required. Will also be part of a rotating "on-call" schedule.
3. Possession of an Illinois Pesticide Applicator License or the ability to obtain one within six (6) months of employment.
4. Must have or obtain CPR/AED certification within six (6) months of employment.
5. Must have or obtain CPO (Certified Pool Operator) certification within one (1) year of employment.

#### PHYSICAL DEMANDS:

The physical demands described here are representative of those which must be met by an employee

to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is required to use a computer, sit, push, pull, climb or balance, stoop, kneel, crouch, or crawl; and talk and hear. The employee is required to drive to other facilities and work sites. The employee must frequently lift and/or move up to 50 pounds by themselves and occasionally lift and/or move more than 75 pounds with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, time may be spent sitting in an office, working in a shop environment, being outdoors and in inclement weather, and working in confined spaces for extended periods of time; being around chemicals; being around occasional extreme noise or vibration, operating

construction equipment; being around electrical, mechanical, chemical or explosive hazards; working in wet and/or humid conditions; being exposed to fumes or airborne particles and toxic or caustic chemicals, and risk of electrical shock. The employee may be required to work at heights using ladders and lifts and utilize District personal protective equipment to ensure safety. In addition, the employee is required to utilize a computer and certain software applications

#### SELECTION GUIDELINES:

Formal application, rating of education and experience: oral interview and reference and/or background check: job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.