



Facilities Supervisor - Aquatics Buildings & Maintenance Operations

Elmhurst Park District

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Closing Date:

Salary: \$58,656-\$62,000/year

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/261>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **FULL-TIME** job opportunity as **Facilities Supervisor - Aquatics Buildings & Maintenance Operations!** We are looking for someone who has knowledge in pool mechanics, water chemistry, and pool management.

WHAT YOU'LL DO: As Facility Supervisor, you will coordinate, direct and perform the aquatics maintenance, repair and the operation of assigned facilities including East End Pool and Norman P. Smalley Pool. Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate staff
- Provide ongoing leadership, foresight and motivation to staff
- Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork
- Manage staff schedules and assign daily workloads
- Purchase facilities and grounds supplies, materials and equipment
- Assist in planning and evaluating day-to-day maintenance and pool operations
- Assist in conducting regular inspections of operations to ensure efficient and effective completion of tasks and projects
- Assist in maintaining records to ensure compliance with the appropriate federal, state and local regulations
- Monitor, manage and ensure proper levels of cleanliness and safety
- Monitor and manage pool chemicals meet IDPH standards

- Manage independent contractors as assigned

WHAT YOU'LL BRING:

- High school or trade school graduate or equivalent with 4 years experience in aquatics maintenance and 2 years supervisory experience
- Valid IL Drivers License
- Knowledge of variety of products, equipment and materials used in building and grounds maintenance
- Knowledge of pool-spa chemistry, testing procedures and maintenance procedures necessary to provide a sanitary aquatics environment
- Knowledge of occupational hazards and safety requirements of structures and components
- Understanding of plumbing, electrical and HVAC functions along with building inspection procedures and techniques
- Proficiency in computer word-processing and spreadsheet applications
- Proven problem-solving, communication, organizational, customer service and management skills.

WHEN YOU'LL WORK:

During the pool season (May-September), Saturday-Wednesday 9am-5:30pm and during the off season Monday-Friday 6:30am-3pm, with some off hours work.

WHAT YOU'LL GET:

- This position is classified under Pay Grade 5, with a salary range of \$58,656 to \$82,123. For internal equity and budgetary considerations, the anticipated starting range for this role is set at \$58,656-\$62,000/year.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)