



## **Facilities Manager**

### **Tinley Park-Park District**

**Contact Name:** Shawn Roby

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**Closing Date:**

**Salary:** \$75,000 - \$97,000

#### **Description:**

#### **NOW HIRING: Facilities Manager (Full-Time)**

**LOCATION:** Tinley Park-Park District, Tony Bettenhausen Recreation Center, 8125 W. 171st St, Tinley Park

**JOB SUMMARY:** Under the direction and supervision of the Executive Director, the Facilities Manager is responsible for the coordination, control, and supervision of the Tony Bettenhausen Recreation Center, Tinley Fitness Center, White Water Canyon Water Park, Freedom Park Concessions and Canine Campus Dog Park.

#### **CORE RESPONSIBILITIES:**

- Oversee the complete operation, repair, maintenance, and upgrading of the facilities listed above including all membership services at these locations
- Assume responsibility for all pre-season activities regarding water park operation including but not limited to hiring, training, and opening of the water park facility
- Prepare board reports and attend board meetings
- Manage relationships with third-party service providers and contractors
- Obtain quotes, negotiate contracts, and supervise outsourced maintenance and repair work
- Implement and supervise purchasing in accordance with district policies and procedures as assigned
- Prepare work request for other departments
- Conduct regular risk assessments and implement corrective actions as needed
- Develop and manage the facilities budget, ensuring cost-effective operations
- Maintain updated facility layouts and occupancy records
- Develop and implement emergency response plans
- Process applicable transactions with complete understanding of department Cash Handling Policy and Procedures
- Work with Marketing Department to develop marketing plans and communication strategies
- Provide available facility time for community use, schedule staff as necessary

- Coordinate work schedules for supervised staff
- Seek, interpret, and implement job safety in compliance with Park District safety rules and procedures to prevent injuries to employees, other workers, and the public
- Attend conferences and workshops as assigned by the Executive Director
- Fulfill management responsibilities, including evenings and weekends
- Address citizen and community concerns and inquiries
- Maintain communication with the district via agency cell phone, and be available to always respond to issues, including evenings and weekends: on call at all times

#### **Marginal or Additional Responsibilities:**

- Requisition supplies needed for the Recreation Center, Fitness Center, and Water Park
- Maintain relationships with vendors who supply equipment to facility
- Maintain the facilities in a clean and safe environment for patrons and employees
- May be required to open or close a facility as needed, ensuring all security, safety, and operational procedures are properly followed.
- Perform or assist with other projects or duties at the Executive Director's discretion

#### **QUALIFICATIONS:**

- Bachelor's degree in recreation, parks administration, business or related field is required
- At least three years of responsible administrative or supervisory experience in the field of parks and recreation is required
- Ability to obtain and maintain AFO or CPO certification as well as CPR certification
- CPRP certification preferred
- Facility Management experience is beneficial, though relevant experience will be considered
- Strong organizational and problem-solving skills are needed
- Exceptional communication skills – both oral and written are required

**INCENTIVES:** The starting annual salary range for this exempt full-time position is \$75,000 to \$97,000 a year. Full-time benefits include low-premium medical, dental, vision insurance; agency provided life insurance; IMRF retirement plan; generous PTO; health and wellness programs; complementary program registrations as well as complementary family memberships to Tinley Fitness, Tony Bettenhausen Recreation Center, White Water Canyon Water Park, and Canine Campus Dog Park.

**ABOUT US:** The Tinley Park-Park District is an award-winning public agency that provides its 55,000 residents with a wide variety of recreation facilities, programs, events, parks, and open spaces. The Park District maintains over 40 parks, 33 ball fields, and several facilities, which include the Tony Bettenhausen Recreation Center, Tinley Fitness, White Water Canyon Water Park, Canine Campus Dog Park, Tinley Junction Miniature Golf & Batting Cages, Vogt Visual Arts Center, and the Tinley Park Performing Arts Center.

**CLOSING DATE:** Position is open until filled.

<https://www.tinleyparkdistrict.org/employment-opportunities/>