



Superintendent of Parks & Facilities

Elk Grove Park District

Contact Name: Nick Kapetan

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Contact Phone: 847-228-3504

Closing Date:

Salary: \$84,800 - \$98,206

Description:

JOB SUMMARY

Under the direction of the Director of Parks & Planning, responsible for the planning and development of parks and facility improvements as well as the supervision of day-to-day maintenance and repair activities of the Facility and Grounds Maintenance Divisions. Member of the Management Team of the Elk Grove Park District.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, oversees and provides direction to staff and contractors responsible for the development and maintenance of facilities and grounds.
- Supervises, trains, and evaluates Facility Maintenance and Grounds Maintenance Division staff.
- Develops and implements department goals, objectives, policies and procedures.
- Assists in capital budget preparation and project management duties on a variety of capital improvement projects.
- Prepares various reports and studies on department and division operations and their efficiencies.
- Assists supervisors in scheduling and coordinating work to be performed within the department.
- Plans, promotes and implements good safety practices.
- Serves as the Park District's ADA Compliance Officer, ensuring all programs, facilities, and services adhere to the Americans with Disabilities Act (ADA) and related accessibility regulations.
- Assesses community needs and level of satisfaction, and directs department planning and maintenance of parks and facilities in response to those needs.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks. Assists in the preparation, coordination and monitoring of the division budget

OTHER JOB FUNCTIONS

- Assists in the planning, preparing and review of development projects for consistency with the Park District Master Plan - including annual capital improvement and operating budgets. Works with capital project agreements, contracts, inspection, revisions, submittals, payments, schedules and project closeouts.
- Supervises and monitors grounds maintenance and facility maintenance activities which include the planning and implementation of long range maintenance projects. Conducts field inspections to inspect work-in-progress and completed projects.
- Manages contract administration which includes selection and hiring of consultants, monitoring of work progress, and assuring compliance with governmental rules and regulations.
- Assists in the development of documents that improve department and district processes, such as work order systems.
- Serves as the central intake for matters relating to ADA. Maintains current information regarding state and federal ADA laws and regulations as well as the best practices of other Districts.
- Assists in the development of documents that improve department and district processes, such as work order systems.
- Prepares and processes Requests for Proposals (RFP's), correspondence, reports, contract documents, legal notices, testing and inspections. Reviews bids and proposals to make recommendations on awarding of contracts.
- Develops excellence in internal and external customer satisfaction. Responds to questions, complaints and emergency calls from internal and external customers and takes appropriate courses of action.
- Attends Parks & Planning Department meetings and Management Team Meetings. Works as a member of the Management Team. Participates on other various district and department teams.
- Completes performance evaluations for Facility Maintenance and Grounds Maintenance Supervisors.
- Other duties as assigned

MINIMUM QUALIFICATIONS

- Knowledge of planning and development of park and recreation facilities. Skill in landscape architectural design.
- Knowledge of landscaping, turf maintenance, athletic field maintenance, chemical application, plant material, soil preparation, and fertilization.
- Knowledge of plant materials, insects, diseases, herbicides, insecticides, and fungicides.
- Knowledge of grounds maintenance.
- General knowledge of facility maintenance.
- General knowledge of fleet maintenance.
- Ability to handle multiple tasks in a timely and professional manner.
- Skill in analyzing and evaluating policies, procedures, services, and facilities in order to develop recommendations for improvement.
- Skill in annual budget preparation.
- Ability to select from possible alternative methods the method of processing information that leads to the potentially best answer or solution to a problem.
- Ability to generate or conceive new or innovative ideas or solutions to a problem.
- Builds and maintains positive working relationships with co-workers, other departments and the public using principles of good customer service.
- Knowledge of technology applications with a means to improve resource allocation.
- Leadership abilities that include employee participation and engagement.
- Possess or acquire and maintain certification as a Certified Playground Safety Inspector (CPSI) within one year of the date of hire, **OR** Possess or receive a certificate of completion for PDRMA Playground Maintenance Course and be recognized as PDRMA Playground Maintenance Technician (PMT) within one year of date of hire.

- Ability to work in a team-based environment.
- Effective interpersonal skills.
- Skill in written and verbal communication.
- Ability to learn basic statistical process control skills.
- Good knowledge of pertinent safety precautions.
- Possess a valid State of Illinois driver's license.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities may be demonstrated by a Bachelor's Degree in Parks and Recreation Administration, Landscape Architecture or related field, plus three years experience in a general management position involving park maintenance, facility maintenance, park planning, and park construction. Experience serving as an ADA Compliance Officer is preferred. Any equivalent combination of education and/or experience may be substituted for the above.

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits