



Superintendent of Parks and Planning

Streamwood Park District

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Closing Date:

Salary: 90,000-110,000 DOQ

Description:

Job Summary

Under the direction and supervision of the Executive Director, the Superintendent of Parks and Planning [Superintendent] is responsible for the administration, supervision, planning, organizing and maintenance operations of the District's parks, playgrounds, facilities/buildings, grounds, athletic fields, and site amenities. In addition, the Superintendent is responsible for updating, implementing and evaluating the execution of the District's capital improvement program. The Superintendent is also responsible for coaching, training and supervising of all the full-time, part-time and seasonal park and maintenance personnel. The Superintendent is on call, must attend monthly board meetings and all other meetings as needed. This is an at-will position.

Qualifications

- Candidate must have a Bachelor's Degree (preference given to candidates with a Masters) in a related field such as: Facility Management, Construction Administration, Park Maintenance, Park Administration, Forestry, Landscape Architecture, Horticulture, etc.
- Candidate must have a minimum of seven (7) years of supervisory experience in the related field or an equivalent combination of education and experience.
- Candidate must have experience in park and facility maintenance.
- Candidate must have experience and basic knowledge in mechanical and equipment repair, maintenance, safety and preventative maintenance skills.
- Candidate must be proficient in the following computer software: Microsoft Office 365, RecTrak, Productive Parks and other department-related software.
- Candidate must have a valid Driver's License.
- Candidate must be CPR and AED certified within six (6) months of hiring (District provided).
- Preference given to candidates with the following experience and/or knowledge: five (5) plus years as a Superintendent (or equivalent role), basic understanding of municipal operations, Park District code, basic civil engineering, blueprint reading abilities, writing specifications, basic understanding of land surveys, irrigation operations, project management and the bidding process.
- Preference given to candidates with OSLAD grant experience.

Essential Duties & Responsibilities

- Employee must demonstrate, lead, and support the District's mission statement, vision, core values, while incorporating the District's strategic plan initiative, goals and objectives into maintenance management, preventative maintenance, capital and annual work plans.
- Employee is responsible for participating in forecasting departmental projections, department budget, tracking financial activities and prioritizing and re-prioritizing activities within general work plan.
- Employee is responsible for managing and assessing the overall department functions and activities, such as but not limited to:
- Develop and maintain a maintenance management plan identifying District assets including labor, material, supplies and equipment, and cycles of maintenance.
 - Create preventative maintenance plans for District assets.
 - Create an annual work plan as a basis for budget development and create a budget based upon accurate tracking of costs, while monitoring expenses to comply with projected budget costs.
 - Develop and maintain park maintenance standards for work activities such as, but not limited to:
 - Mowing
 - Athletic field maintenance
 - Fleet maintenance
 - Horticulture maintenance
 - Pavement maintenance
 - Custodial maintenance
 - Manage District inventory of department materials, supplies and equipment.
 - Develop measurement systems to evaluate the effectiveness of the following, but not limited to:
 - Work plan and annual objectives.
 - Individual goals and objectives.
 - Performance standards and expectations.
 - Preventative maintenance plan.
 - Job skills, abilities, and knowledge.
- Employee must be able to evaluate and make improvements in inter and intra-departmental communication and decision-making processes.
- Employee must maintain a pro-active approach to safety and risk management.
- Employee must participate in implementing and evaluating sound risk management and procedures.
- Employee must be prepared and cooperative with any loss control review process.
- Employee is responsible for managing property and equipment through ensuring appropriate levels of safety and cleanliness, by identifying, initiating, directing and overseeing work order requests and repairs.
- Employee is responsible for overseeing projects, maintenance, and repairs for all aspects of facilities and parks.
- Employee must perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program.
- Assist employees, when possible, in the completion of assigned tasks/duties.
- Develop and maintain relationship with patrons, community partners, other government agencies, vendors and suppliers.
- Utilize and analyze Artificial Intelligence to incorporate meaningful results into decision making.

Personnel Responsibilities

- Employee is responsible for overseeing the recruiting, coaching, mentoring, supervising, evaluating and leading full-time, part-time and seasonal staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition and discipline.
- Employee is responsible for managing and balancing labor including staff hours and leave requests.
- Employee is responsible for leading, demonstrating and incorporating the District's mission, vision, and core values within all layers of the department.
- Employee is responsible for overseeing the supervision of part-time and seasonal employees for other duties including but not limited to recreation programs and special events as needed.

Administrative Responsibilities

- Employee must document man-hours and materials used on work orders to specific job requirements.
- Employee must prioritize and organize multiple tasks and duties.
- Employee must maintain and keep accurate supplies and inventory within approved budgets.
- Employee must keep and maintain accurate documentation as required for risk management (PDRMA), OSHA requirements, and oversee any Loss Control Review [LCR] process for the parks department.

Secondary Duties & Responsibilities

- Employee is responsible for assisting the District's Americans with Disabilities Act (ADA) Coordinator with matters related to District property and other matters as necessary.
- Employee must be able to independently operate District vehicles, tractors, ground equipment, and implements, as it pertains to job responsibilities.
- Employee is responsible for working with the Recreation Department, Marketing and Hoosier Grove Barn on special events, programs and other functions which may need assistance in the set-up, repair and/or removal of items or equipment.
- Employee is responsible for creating and monitoring various contracts to ensure compliance with contract specifications.
- Employee is responsible for ensuring preventative maintenance (reported and performed) on division vehicles and equipment.
- Employee must be able to develop and maintain data to facilitate and monitor projects and knowledgeably report and analyze data findings to interested parties.
- Employee must be able to attend professional conferences, workshops and seminars pertaining to employee's position, as needed, for new ideas, developments, and techniques.
- Employee must have the ability to read and understand architectural drawings and specifications.
- Employee must be available for other duties as assigned or needed.

Cognitive Considerations

- Employee must have the ability to identify, track and address emerging issues.
- Employee must have the ability to effectively communicate and maintain rapport with management and staff.
- Employee must have the ability to recognize advantages of emerging technologies to facilitate production and develop the knowledge to incorporate where it would be beneficial.
- Employee must have the ability to demonstrate knowledge of budget preparation and fiscal control.
- Employee must have knowledge of specification preparation and bidding procedures.
- Employee must have knowledge of aspects of construction, maintenance and repair of building structures, park facilities and hard surfaces.

- Employee must be able to follow directions and communicate in English both verbally and in writing.
- Employee must have the ability to read and understand materials, such as complex service manuals, wiring diagrams and maintenance and operators' manuals printed in English.
- Employee must be able to make decisions objectively based on customer service and fiscal constraint.
- Employee must be able to troubleshoot issues and problems associated with park and facility maintenance and repair.
- Employee must have the ability to accurately determine repair needs and estimate the time and cost required to complete repairs.

Psychological Considerations

- Employee must be able to work independently in day-to-day operations with general direction of the Executive Director.
- Employee must have the ability to lead and inspire others.
- Employee must have the ability to delegate work, where appropriate, in order to accomplish work most effectively.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to work in a team atmosphere, while promoting the Park District's mission statement, vision and core values.
- Employee must have the ability to maintain self-control and composure in difficult situations.
- Employee must have the ability to recognize priorities and meet deadlines.
- Employee must have the ability to receive constructive criticism and/or supervision.
- Employee must have the ability to be flexible and adaptable to new situations.
- Employee must possess enthusiasm and drive with a desire to accomplish goals and objectives.

Environmental & Physical Demands

- Employee may be required to work both inside and outside during various environmental conditions, such as, but not limited to rain and mud, extremely hot and cold temperatures, exposure to dust, fumes, dirt, noise, insect bites, and exposure to hazardous chemicals.
- Frequent operation and handling of assigned equipment.
- Employee must have the physical agility to maintain mobility from site to site, and be able to perform heavy manual tasks (a thorough pre-employment physical examination will be required after conditional job offer).
- Employee may perform duties which include, but not limited to prolonged lifting, stooping, bending, twisting, and climbing for extended periods of time.
- Complete other tasks/duties as assigned by the Executive Director.

Rate of Pay

Incumbents pay range: \$102,210 - 102,210

Current hiring range: \$90,000 - 110,000 DOQ

Benefits

Enrollment in the Illinois Municipal Retirement Fund, life insurance, medical, dental, and vision cost share.

- Medical, Dental and Vision insurance, employee share premium cost and copays
- Life Insurance (2X Salary) and additional optional employee paid coverage
- IMRF defined benefit program
- IMRF Short term and long term disability
- 457b And ROTH 457b Defined Contribution Plans
- Paid Time Off (Sick, Vacation, Floating Holidays, Personal Days)

- Park District Facility and Program Discount

Please see the Benefits at a Glance attachment for additional information or view applicable benefits:
SPD-PayTransparency-WebsiteDisclosure-2025.pdf

To Apply

Through our Park District Website - StreamwoodParkDistrict.org

<https://www.applitrack.com/streamwood/onlineapp/default.aspx?Category=Administration&AppliTrackJobId=374&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

Streamwood Park District is an equal opportunity employer.