



Facilities Operations Supervisor

Park District of Oak Park

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Closing Date:

Salary: \$51,000.00 - \$56,000.00 Salary

Description:

To apply online today click here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=628163&clientkey=41D8300184906117978771C10E755DC6>

Overview:

The Park District of Oak Park is hiring a Full-Time Facilities Operation Supervisor. We offer a competitive compensation package that includes a salary range of \$51,000 - \$56,000 depending on qualifications. We also offer medical, dental, vision, flexible spending account, IMRF, vacation, sick time, personal days, holidays and a live well reimbursement program. The working schedule consists of Sunday through Thursday 12:30 pm to 9:00 pm.

Job Purpose:

The Facilities Operations Supervisor is responsible for overseeing day to day ice arena facility operations and facility upkeep and operates the Ice Resurfacing Machine. This position oversees various positions including building supervisors, rink cashier, ice arena attendants, skate guards and facility cashier.

Essential Functions:

- Recruit, hire, train, schedule, supervise, complete payroll and evaluate performance of staff.
- Ensure delivery of quality customer service and clean safe facility.
- Plan, develop and implement, a comprehensive facility cleaning and sanitation program.
- Develop, implement, and ensure completion of daily and monthly checklists ensuring the completion of routine assignments and tasks.
- Effectively Operates the Ice Resurfacing Machine and various other equipment. Operates district vehicles.
- Train and ensure building supervisors to operate the resurfacing machine effectively and safely.
- Oversee pool facility operators ensuring basic filter room knowledge, basic pool equipment operation, and consistent and frequent water readings.
- Ensure staff is able to balance pool chemicals by adjusting chlorine and pH settings.
- Plan and manage budgets for areas of responsibility.

- Plan and lead effective staff meetings.
- Manage ice schedule.
- Manager Public Skating Sessions.
- Assist with setup of aquatic & rink events.
- Prepare and manage budgets, competitively quote and research products and equipment, prepare purchase requisitions, managing monthly credit card purchases and reconciliation, manage cost of facility needs and services.
- Develops facility and program goals in connection with the department's goals and the Park Districts overall strategic goals.
- On a monthly basis inspect AEDs and complete first aid inventory logs, ordering supplies as needed.
- Perform Facility Inspections and safety checklists as required.
- Manages cleaning supplies and equipment inventories.
- Ensures cash handling procedures are trained in place and are adhered to.
- Maintain and organize the Skate Shop, maintain rental skate inventory, vending machine inventory and operation and helmet loan program.
- Oversee rental skate services and skate sharpening.
- Utilizing a hands-on approach to develop and direct staff training programs to ensure quality delivery.
- Ensure staff completes all assigned Park District training courses through Paycom or other platforms.
- Responsible for ongoing evaluation of services and facilities.
- Act as a leader and nurture a team-oriented approach facilitating the accomplishment of desired goals and objectives.
- Seeks out customer input, investigates and acts upon requests, suggestions, and complaints concerning facilities and services.
- Prepare and maintain required attendance, service, personnel, and property records.
- Coordinate with the Communications and Marketing Department to develop and guide the promotion and marketing of services.
- Makes efficient and effective use of resources under their discretion.
- Maintains a revenue generation mind-set and conducts cost benefit analysis, pricing reviews, and lead staff in using financial systems to meet budgetary and financial goals.
- Manage systems for rink passes preregistration for drop-in programs and prepaid use passes.
- Foster partnership with community and public/private sector organizations in support of the districts mission and act as the liaison with different community groups as assigned.
- Foster a working environment that promotes safe work habits and active participation in the risk management program.

The Park District of Oak Park is an Equal Employment Opportunity Employer!