



## **Facility Supervisor**

### **Oak Lawn Park District**

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**Closing Date:**

**Salary:** \$43,000- \$45,000/YR

#### **Description:**

#### **NOW HIRING:**

#### **Facility Supervisor**

The Facility Supervisor is responsible for supervising part-time staff and overseeing mechanical operations essential to the ice arena. This position will be responsible for maintaining high standards for the quality of rink ice and ensuring a clean and safe facility for both patrons and staff. The Facility Supervisor will be responsible for hiring, training, and evaluating part-time staff necessary to maintain the operations of the ice arena, including skate guards and supervisors. The Facility Supervisor will report directly to the Ice Arena General Manager.

**ABOUT US:** The Oak Lawn Park District, incorporated in 1944, has a long and proud history of serving the recreational needs of our 56,000 residents with a myriad of recreational programs and services. We operate under the state tax cap as a municipal corporation, meaning we are our own taxing body. Overseen by a Board of five elected officials, the District manages a combination of 34 parks and facilities which cover over 280 acres. In addition, we manage a Special Recreation Cooperative that offers recreational programs and services to individuals with disabilities in 9 municipalities.

\*The Oak Lawn Park District is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact a representative of the Personnel Department.

#### **BENEFITS**

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost. **Full-time employees are eligible for up to a 5% probationary appraisal based on performance upon the completion of their probationary period.**

#### **QUALIFICATIONS:**

- High School Diploma or equivalent
- Valid Illinois Driver's License

- At least two years of supervisor experience preferred
- At least two years of experience driving/maintaining an ice resurface machine preferred
- Must be certified in CPR/1st Aid/AED or willing to become certified
- CIT (Certified Ice Technician), BAR (Basic Arena Refrigeration), and SIRO (Safe Ice Resurfacers Operations) Certifications preferred or willing to become certified
- Knowledge of ice arena facility operations and guidelines
- Prefer knowledge of USA Hockey policies, rules, and procedures
- Computer skills including knowledge of Microsoft Office required
- Basic mechanical & maintenance skills
- Excellent customer service skills
- Must be able to work independently with little or no supervision

## **IMMEDIATE SUPERVISOR**

Ice Arena General Manager

## **ESSENTIAL FUNCTIONS**

- Hire, train, evaluate, and discipline as necessary part time guard and ice resurfacers/supervisor staff
- Schedule part-time staff in accordance with operational needs of facility
- Enter payroll for staff oversee
- Develop necessary trainings for staff and ensure staff is professionally applying best practices
- Attend weekly full-time staff meetings at facility and provide updates/input
- Suggest means of eliminating deficiencies and improving procedures and policies at facility
- Follow all Oak Lawn Park District safety procedures and policies
- Conduct facility inspections to determine security, safety, and maintenance needs
- Establish routine ice maintenance schedule to ensure meeting high standards for quality of rink ice
- Develop routine maintenance schedules for the facility and monitor overall facility upkeep by staff oversee
- Inventory, order, maintain building supplies/first aid supplies
- Assist in preparation of the Ice Arena annual budget
- Monitor budget expenditures related to department
- Track vendor purchases and maintain purchasing card records
- Communicate with compressor contractor as needed
- Maintain ice resurface machine and communicate mechanical needs to district mechanic
- Manage fuel supply chain of propane ice resurface machine with contractor
- Respond to emergency calls, including during hours outside of scheduled workday
- Provide excellent customer service to patrons at all times
- Exhibit leadership qualities to staff oversee and in all actions at the facility
- Works the Oak Lawn Park District's 4th of July and Halloween event
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation.
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties
- Other duties as assigned

## **MARGINAL FUNCTIONS**

- Supervise staff's completion of maintenance and general cleaning in all public and common areas
- Assist with other Ice Arena Special events as needed
- Attend staff trainings as required
- Observe and enforce the practical safety rules, regulations and procedures established by the safety program
- Attend meetings with other departments in the park district to keep informed of events within the district

## **PHYSICAL CONSIDERATIONS**

- To work alone and unsupervised during extended portions of shifts

- To work longer shifts when designated, if the need arises
- To lift 75lbs pounds or more over 25 yards
- To stand for long periods of time
- To maintain outdoors, including routine landscaping and snow removal as needed
- To set up tables and chairs and other equipment as needed
- To bend and climb as needed
- To work with a variety of cleaning products and chemicals safely

#### **PSYCHOLOGICAL CONSIDERATIONS**

- To work alone on any shift as the occasion arises
- To work very early in the morning or very late at night
- To work a varied schedule as required
- Ability to use good judgment in the absence of supervision
- To have the ability to work with staff and patrons in a relaxed and friendly manner

#### **ENVIRONMENTAL CONSIDERATIONS**

- Employee works in a changing environment ranging from lobby temperatures to on-ice conditions with colder temperatures and changing humidity levels.
- Employee will be exposed to chemicals and fumes and will need to take action to properly control these while using proper PPE
- Employee must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)
- Indoor environmental conditions will include lighting and temperature

#### **COGNITIVE CONSIDERATIONS**

- Employee must have the ability to follow and give directions- oral and written
- Ability to effectively communicate verbally and in writing
- Employee must possess time management and organization skills to effectively perform their job
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving
- Employee must use good safety awareness and judgment in all aspects of this position
- Employee must be able to work effectively with management and co-workers
- Employee must be aware of and follow all Park District and Arena policies
- Employee must react well during emergency situations

To apply: Please visit <https://olparks.bamboohr.com/careers/107>