



Division Manager of Capital Projects and Facilities

Elmhurst Park District

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Closing Date:

Salary: \$79,278-\$97,000/year

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/262>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun. Our vision is to become a national leader in providing parks and recreation experiences to our community. We are looking for people to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging!

We have an exciting **FULL-TIME** job opportunity as **Division Manager of Capital Projects and Facilities** who will be responsible for overseeing custodial operations and asset management projects across the District. We are looking for someone who has good understanding in managing people, projects, and tight schedules. Someone with a strong leadership and mentorship skills, organized, detail-oriented, familiar with the public bid process, a self-starter, comfortable working independently and also a team player.

WHAT YOU'LL DO:

- Recruit, hire, train and evaluate staff
- Provide ongoing leadership, foresight and motivation to staff
- Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork
- Develop bid specs and manage independent contractors
- Recommend and identify costs of capital improvement and repair for facilities
- Manage all park facilities, equipment and property to ensure proper levels of safety and cleanliness are maintained and determine necessary repairs
- Manage capital projects including bidding, contracts and construction management
- Schedule and monitor all facilities
- Assist in coordination, planning, design, layout and construction of new and renovated facilities
- Facilitate large scale special events across the District

WHAT YOU'LL BRING:

- Bachelor's degree in Leisure Studies from a National Recreation & Park Association (NRPA) accredited university with 6 years of progressively responsible experience in public parks and recreation management and 3 years management experience
- Valid IL Drivers License
- Knowledge of park, building and facility maintenance practices
- Knowledge of theory and philosophy of recreation and park management
- Knowledge of principles and techniques relating to maintenance, layout, design and construction of parks and recreational facilities, as well as knowledge of plans, specifications and architectural drawings
- Sound background in financial management and budgetary techniques as well as knowledge of management principles and practices
- Proficiency in computer word-processing and spreadsheet applications
- Proven problem-solving, communication, organizational, customer service and management skills
- Excellent analytical, project management and presentation skills

WHEN YOU'LL WORK:

Monday - Friday, 8:00am – 4:30pm. Due to the varying nature of the work, some evening and weekend hours of duty are to be expected for board meetings, special events, and facility emergencies.

WHAT YOU'LL GET:

- This position is classified under Pay Grade 6 with a salary range of \$79,278 - \$115,086. For internal equity and budgetary considerations, the anticipated starting range for this role is set at \$79,278-\$97,000/year.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)