



Custodial and Building Services Manager

Bartlett Park District

Contact Name: Catalina Rodelo

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Closing Date:

Salary: \$61,000 - \$65,000, DOQ

Description:

ABOUT US

Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding communities. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, event and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

JOB SUMMARY

The Custodial and Building Services Manager shall be responsible for custodial and building services operations across all District facilities. This position ensures facilities are maintained to the highest standards of cleanliness, safety, and operational efficiency. The Custodial and Building Services Manager is accountable for implementing preventative maintenance measures and planning for long-term facility upkeep and replacement schedules. This is an at-will position

PRIMARY DUTIES

- Responsible for managing custodial and building services of all District facilities.
- Develop and enforce high standards of facility cleanliness and appearance.
- Plan, schedule and monitor preventative maintenance measures for all District facilities.
- Maintain detailed records of inspections, work orders and all other custodial and building services related matters.
- Manage replacement schedules for facilities, equipment and furnishings.
- Work closely with the Scheduling Manager to coordinate room usage, set ups and programming and maintenance activities.
- Supervise custodial team members, which includes full-time, part-time, and seasonal workers. Interview, assist in hiring and terminations, create work schedules, assign duties, troubleshoot day-to-day challenges, discipline, evaluate, and train staff.
- Maintain and repair building furnishing, equipment and hardware.
- Maintain and clean carpet/tile/wood and specialty floorings.
- Maintain and clean building exteriors.
- Arrange for the inspection of facility roofing systems.

- Conduct fire extinguisher maintenance and oversee fire door maintenance.
- Work with outside contractors to ensure all repair and maintenance specifications are met.
- Investigate and implement energy conservation practices.
- Assist in removing snow from parking lots, sidewalks, and throughout the Park District, as needed.
- Prepare written reports for the Superintendent of Parks and Planning, as needed
- Assist in the development of budgets related to custodial and building services operations.
- Review and approve employee electronic timecards.
- Attend educational programs related to custodial and building services.
- Maintain and utilize Park District provided PPE while performing tasks.
- Must participate and maintain CPR/AED certification, offered by the Park District.
- Observe and follow all Park District safety policies and regulations. The safety of team members and participants is a continuing responsibility of all employees.
- Gain knowledge and understanding of Park District policies and procedures and see that they are adhered to at all times.
- Attend District-wide trainings, crisis trainings and staff trainings as directed.
- Perform other duties as assigned.

QUALIFICATIONS

- Associate's Degree in Custodial Services, Facility Maintenance, Trades or related field is preferred.
- Must have at least five (5) years of prior custodial services, facility maintenance or trades experience or equivalent combination of education, experience and training.
- Must have ability to work evenings, weekends, and on-call as needed.
- Must possess and maintain a valid Illinois Driver's License and be able to provide own transportation.

SCHEDULE & PAY

This is a Full-Time, FLSA Exempt, at-will position. Hours are Monday-Friday, 8:00AM – 4:30PM (40 hours per week) with nights and weekends as needed, including on-call schedule. The hiring range is \$61,000 - \$65,000, DOQ. Position range is \$50,000-\$80,000.

BENEFITS OFFERED

In exchange for your time and talent we offer a generous benefit package, including but not limited to:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Accounts
- Paid holidays and vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

Interested applicants please apply via the Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your Resume and Cover Letter.**

Position will remain open until it is filled. Interested and qualified candidates are encouraged to apply immediately as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.