



Grounds Maintenance Supervisor

Elk Grove Park District

Contact Name: Nick Kapetan

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Closing Date:

Salary: \$58,618.00 - \$67,885.00

Description:

For more information and to apply online go to <https://elkgrovecparks.bamboohr.com/careers/286>

JOB SUMMARY

Responsible for general outdoor maintenance for all parks, facilities and athletic fields, including all landscape maintenance, turf maintenance, plant installations, irrigation, athletic fields, playground and outdoor facility maintenance, and special event support. Responsible for work related to fleet maintenance.

ESSENTIAL JOB FUNCTIONS

- Under supervision of the Superintendent of Parks & Facilities, leads Grounds Maintenance Division, including the Turf Maintenance, Horticulture Maintenance, Athletic Maintenance, Park Maintenance, and Fleet Maintenance.
- Provides assistance and coordination to the Project Manager in executing tasks related to playground installations, carpentry, painting, building and concrete repairs, fence maintenance, fabrication, and sign installation and repair.
- Works closely with Facility Maintenance Supervisor to coordinate interdepartmental projects and tasks.
- Provides leadership to Parks Maintenance Crew Leader in the maintenance and inspections of Pirates' Cove Children's Theme Park rides.
- Plans, coordinates, and distributes Grounds Maintenance Division work orders, inspections and schedules to ensure timely completion.
- Coordinates the development of Grounds Maintenance Division operating procedures.
- Coordinates Grounds Maintenance Division hiring and training.
- Conducts Grounds Maintenance Division Crew Leader performance reviews.
- Assists and Coordinates the preparation and monitoring of the Grounds Maintenance Division operating budget.
- Performs administrative tasks, such as ordering and purchasing supplies, preparing reports, monitoring and enforcing contracts.
- Performs grounds maintenance work as necessary. Inspects and performs preventative maintenance and repairs.
- Coordinates and monitors contracted work.

- Plans, promotes and implements good safety practices.
- Acts as Snow & Ice Team Lead, as part of regular rotation.
- Assists in the planning, promotion and administering of safety programs and inspections.
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

OTHER JOB FUNCTIONS

- Attends Parks & Planning Department meetings.
- Attends Maintenance Safety Team Meetings.
- Builds and maintains positive working relationships with co-workers, other departments and the public using principles of good customer service.
- Represents the Grounds Maintenance Division and Parks & Planning Department to outside agencies, organizations and associations.
- Stays abreast of new maintenance techniques related to the Grounds Maintenance Division.
- Assists in Capital Improvement Budget preparation.
- Coordinates division record keeping.
- Coordinates and conducts in-service training.
- Operates trucks and special equipment as required after receiving and passing district training on vehicles/equipment.
- Coordinates upkeep of park district equipment and tools.
- Coordinates the development and monitoring of division goals and objectives.
- Solicits internal and external customer feedback to improve efficiency and customer satisfaction.
- Ensures all licensing and inspections comply with local, state and federal law.
- Coordinates the preparation of reports, proposals and records.
- Assists in the development of internal and external customer satisfaction measurements.
- Assists in the preparation of bids and specifications.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Knowledge of standard park, athletic and horticulture maintenance practices.
- Ability to work in a team-based environment.
- Effective communication and interpersonal skills.
- Work independently under minimal supervision.
- Knowledge of, but not limited to, the identification of native and non-native Midwest plant material such as trees, shrubs, grasses, and flowers.
- Possess or able to obtain a valid Illinois Public Pesticide Applicators License within six months of the date of hire.
- Must be able to obtain Certification as a Certified Playground Safety Inspector (CPSI) within one year of the date of hire.
- Perform other duties as assigned.
- Good knowledge of pertinent safety precautions.
- Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities may be demonstrated by education or formal training equivalent to a High School Degree plus, four years experience in related positions of which two years were in a supervisory role. Education or formal training beyond high school in general park or landscape maintenance preferred. Any equivalent combination of education and/or experience may be substituted for the above.

Elk Grove Park District is an Equal Opportunity Employer
Summary of Benefits