



Superintendent of Parks & Maintenance

Lan-Oak Park District

Contact Name: Michelle Havran

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Contact Phone: 708-474-8552

Closing Date:

Salary: \$80,000 - \$85,000

Description:

The Lan-Oak Park District is looking for an energetic, dynamic person with attention to detail to oversee and maintain the 18 parks in Lansing, Illinois. Lansing residents love and use their parks, so the superintendent must possess a commitment to park beautification and public service. The Superintendent will supervise the full-time, part-time, and seasonal crew, to include appropriate, necessary safety training, work scheduling, budgeting, and recommending annual capital projects. This position has a high degree of independence to supervise and direct the activities of subordinates performing maintenance and construction tasks.

Qualifications:

Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a Superintendent of Parks such as landscaping, construction, horticulture, or golf course maintenance. Possesses five years of experience skilled maintenance work in a relevant field, in addition to three years in a supervisory or lead capacity. Valid drivers license, successful criminal background check, successful physical.

Education: a minimum High School Diploma, preferred college courses or associate degree/bachelor's degree in a related field.

Required Certifications: Certified Pool Operator, Certified Playground Safety Inspector, and Illinois Pesticide Application license must be completed within 6 months (applicants already having these certifications preferred); A commitment to public service and bettering the community.

Salary/Benefits:

The salary range is \$80,00-\$85,000 plus an excellent benefits package including medical insurance, generous vacation and PTO, life insurance, IMRF retirement, cell phone allowance, and fitness membership.

Essential Duties and Responsibilities:

Staff supervision: Hiring, training, and overseeing park staff, which can include other laborers, groundskeepers, and seasonal employees.

Fleet/Equipment management: Upkeep of trucks, vehicles, small equipment, large equipment, and mowers to include scheduled preventative maintenance and inspections.

Facility maintenance: Conducting regular inspections and ensuring the upkeep and safety of buildings, grounds, trails, playgrounds, and other park infrastructure.

Programming and events: Coordinating with other departments for special events and programs

Budget and administration: Developing and managing budgets, preparing reports, and handling administrative tasks like permits and contract compliance.

Capital projects: Identify and plan for future development and restoration projects.

Contractors: Working cooperatively with outside contractors and contractors working on indoor and outdoor capital projects.

Community relations: Working with other government agencies, community groups, and the public to build partnerships and address community needs.

Safety: Investigating educational and certification opportunities for park staff, conducting monthly safety trainings pertinent to park staff function. Superintendent will conduct monthly playground and building inspections.

Park Rentals: Manage the district park rental program

Building Repairs: Work cooperatively with the Senior Superintendent on required repairs and projects at the Eisenhower Center.

Environment :

Lan-Oak Park District serves the community of Lansing, IL, with a population of 28,000. The park district offers 18 parks (150 acres), a 3.25-mile bike path, multiple athletic fields and courts, and a 60,000 square foot community center with a two-court gymnasium, gymnastics gym, full-service fitness center, 25-yard indoor pool, educational preschool, and multiple program rooms. Park administrative office located

Application:

Apply by sending a resume to: mhavran@lanoakparkdistrict.org

Application Deadline:

Applications are being accepted until the position is filled.

We are an Equal Opportunity Employer seeking a talented and diverse workforce.

Lan-Oak Park District Contact

Michelle Havran
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Closing Date Open Until Filled

