



# Superintendent of Parks and Facilities Maintenance Services

## Lake Bluff Park District

**Contact Name:** Jim Lakeman

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**Contact Phone:** 847-457-7343

**Closing Date:**

**Salary:** \$97,000 - \$110,000 Starting Salary

### Description:

#### JOB DESCRIPTION

The Lake Bluff Park District is looking for a dynamic and experienced parks and facility maintenance professional. This opportunity will provide challenging and fulfilling career growth. Lake Bluff is a north shore community located on Lake Michigan.

#### POSITION SUMMARY

This position is responsible for the overall maintenance of the parks, facility grounds, and buildings and management of the maintenance services staff. Overall maintenance includes all aspects of the facilities, buildings, pools, parks, equipment care, shop management, ordering, preventative maintenance schedules, record keeping, expense management, equipment operation and equipment safety training. This position requires inspections of parks, facilities and buildings on a daily and/or weekly basis.

#### QUALIFICATIONS

Preferred bachelor's degree in parks & recreation, turf grass management, facility maintenance, engineering, agronomy, horticulture, or related field, and a minimum of five (5) years of full-time related experience with park maintenance and operations, and a minimum of five (5) years of supervisory or administrative experience. Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted.

- Thorough knowledge of building, mechanical systems and controls, carpentry, plumbing, and electrical/electronic systems, and athletic fields.
- Good knowledge of principles, practices, and objectives of community recreation, park maintenance and facility management.
- Ability to multitask, organize, and maintain attention to detail. Ability to prioritize and handle a variety of different tasks at the same time.
- Working knowledge of computer applications software, including spreadsheets, word processing and email.
- Must be able to read, write, and speak in English.

## **CERTIFICATIONS (ABILITY TO OBTAIN FIRST 6-MONTHS)**

- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)
- Certified Playground Safety Inspector
- Illinois Pesticide Application License
- Valid Illinois Driver's License

## **ESSENTIAL DUTIES**

- Develop, plan, organize, and manage facilities and parks subject to the needs and interests of the community, and in support of the district's mission, vision, and core values.
- Provide leadership to staff. Manage work, including planning, assigning, scheduling, and reviewing work, ensuring quality standards are met. Responsible for hiring, disciplining, training, developing, reviewing performance, and administering performance improvement plans for staff. Approve department time off requests and biweekly payroll hours.
- Fleet and equipment management. Manage upkeep of vehicles, large and small equipment such as mowers to include scheduled preventative maintenance and inspections.
- Facility and parks maintenance. Conduct regular inspections ensuring the upkeep and safety of buildings, grounds, pools, beach, trails, playgrounds, and other park infrastructure.
- Develop annual department and year end projections as outlined in the annual budget. Communicate budgetary requests as needed. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuation in revenue as appropriate. Approve expenditures.
- Schedule and work cooperatively with outside contractors working on indoor or outside projects. Review and monitor that safety protocols are being followed as may be required by the project. Ensure the accurate and timely completion of independent contractor agreements and uphold terms of the agreements with contractual vendors.
- Identify and plan for future development of capital projects and restoration projects.
- Attend Staff and Board Meetings as requested. Prepare reports and documents as needed.
- Supports and exhibits the established organizational values of continuous improvement, community, stewardship, customer service, and excellence.
- Other duties as assigned.

## **HOURS**

The employee is considered to be on duty whenever a need exists for their services. This position requires non-traditional work hours at various times throughout the year and/or season. Typical hours are Monday through Friday, 6am-2:30pm or 8am-4:30pm for example. It may be necessary for this position to work weekends and/or evenings subject to special needs, meetings, scheduled events and/or other activities.

## **BENEFITS**

The Lake Bluff Park District offers excellent benefits including health insurance, IMRF pension, life insurance, Employee Assistance Program, free and discounted facility and program access.

## **FOR MORE INFORMATION**

Contact Jim Lakeman, Deputy Director, at [jlakeman@lbpd.org](mailto:jlakeman@lbpd.org)

## **APPLY ONLINE**

Visit [www.lakebluffparks.org](http://www.lakebluffparks.org) and click on "Employment" at the top of the page for a full job description or to apply online.