



## **Facility Foreman**

### **Addison Park District**

**Contact Name:** Evie Olech

**Contact E-mail:** [eolech@addisonparks.org](mailto:eolech@addisonparks.org)

**Contact Phone:** 331-209-2141

**Closing Date:**

**Salary:** \$63,319.62 - \$72,000 DOQ

### **Description:**

Join the Addison Park District Team as a Facility Foreman!

### **Job Summary**

The Facility Foreman is responsible for overseeing all day-to-day operations regarding facility activities, including, but not limited to building infrastructure, systems, security, projects, service contracts, pools, lighting, irrigation, HVAC, equipment, custodial services and building safety. In addition, the position is responsible for planning and prioritizing facility infrastructure capital projects. The Facility Foreman is a full time, exempt position generally working Monday through Friday between the hours of 7:00 a.m. to 3:30 p.m., with nights and weekends, as necessary.

### **Primary Duties**

- Oversees all facility operations across sites including maintenance and custodial employees and contract workers.
- Plans, coordinates and oversees district-wide buildings and facility day-to-day operations, preventative maintenance, improvements, HVAC, capital planning projects, etc.
- Manages maintenance and custodial staff in a supervisory capacity including delegation, scheduling, performance review, disciplinary actions, coaching and development.
- Documents, work hours and materials used on work orders to meet specific job requirements. This also includes all items placed on a Park District credit card and accounting for all receipts.
- Creates, implements, and evaluates sound risk management and procedures. Prepares and cooperates with annual loss control review process.
- Creates, maintains, manages all facilities/buildings' budgets, goals, and objectives.
- Ensures continuous facility operation through maintenance and repair of the Park District's buildings and facilities.
- Assigns daily work orders to staff and collects, reviews, and files the work orders.
- Ensures safety of all facility equipment and infrastructure, oversees respective safety inspections, documentation and determines all necessary repairs.

- Responsible for continuous facility improvements, while being fiscally responsible, with the knowledge of the latest trends, innovative approaches and comfortable implementing new processes or using technology to enhance systems.
- Reviews, revises, and updates current policies, procedures, and standards; creating new policies, procedures, and standards, as needed, to find the most efficient and cost-effective way of running the facilities.
- Troubleshoots and coordinates with internal staff and outside vendors to work with appropriate budgets are met for building repairs outside the scope of this position's expertise.
- Manages all facility contracts and negotiations with third parties and contractors that meets the Districts quote and bid protocols including, but not limited to: fire inspections, security inspections, waste management services, maintenance agreements, and services contracted for repairs.
- Plans and coordinates all installations and refurbishments in the facilities.
- Collects, interprets and presents factual data for decision making and understand facility fiscal planning, legal issues, regulatory issues, contract terms, and building plans.
- Ensures compliance with facility health and safety regulations.
- Partners with Department Heads and staff for all facility related items.
- Acts as facility alarm contact for the police and Fire Departments.
- Snow crew Leader: responsible for over-seeing and participating in the operation of snow removal equipment on district roads, parking lots, common sidewalks.
- Identifies facility issues, such as, plumbing issues, electrical issues, infrastructure issues and coordinates repairs.
- Completes light construction as needed.
- Performs other Addison Park District duties, as assigned.

## **Qualifications**

- Bachelor's degree in Facility Management, Engineering, or related field **or** a combination of education, trade certifications, and experience.
- Must have at least five (5) years relevant experience with at least three (3) years of supervisory experience in a maintenance setting.
- Certified Pool Operator certification required within 90 days of hire.
- Must have basic computer skills, utilizing Word, Excel, PowerPoint, and Outlook; in addition, to utilizing a facility management work order system.
- Must have or obtain a Class C driver's license within 6 months of hire to drive District vehicle with District tools and or materials from site to site.
- Must be able to acquire Adult CPR/AED certification within 6 months of hire

Full Job Description and Direct Application Found [HERE](#):  
Facility Foreman - Addison Park District Jobs

**Addison Park District is an Equal Opportunity Employer**