



Building Services Foreperson

Wilmette Park District

Contact Name: Carol Heafey

Contact E-mail: cheafey@wilpark.org

Contact Phone: 847-256-9692

Closing Date:

Salary: \$39.14 - \$52.84 per hour

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

PARK DISTRICT SUMMARY: Founded in 1908, the Wilmette Park District is a government agency responsible for acquiring, developing, and maintaining natural areas, parks, and leisure facilities in the Village of Wilmette. Our suburban community is located 14 miles north of Chicago. We are stewards of over 300 acres of parks and open land including Gillson Park and the Wilmette Beaches; Keay Nature Center; Community Playfield; Mallinckrodt Park and a portion of the Green Bay Bike Trail. Neighborhood parks can be found in 18 additional locations throughout our village. The Wilmette Park District also plans, develops and executes a wide range of recreational programs and activities that reflect the interests of all age groups in the Wilmette community.

SUMMARY: The Building Services Foreperson is responsible for supervision and coordination of maintenance and repair of physical structures of buildings and grounds. Working with the Superintendent of Parks and Planning in overseeing construction, repairs and remodeling projects for all facilities.

SUPERVISORY DUTIES:

- Recruit, hire, onboard, supervise and evaluate five (5) full-time staff, including Electrician, HVAC Technician, Facility Maintenance I & II, Maintenance Supervisor and other part-time staff as needed.
- Carry out supervisory responsibilities in accordance with the Park District's policies, procedures and applicable laws.

- Lead regular department staff meetings and participate in and attend District-wide meetings to keep all levels of employees within the area of supervision apprised of agency business, including opportunities for communicating operational updates, feedback, and questions.
- Actively support the professional development of department staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Direct workers engaged in painting and performing structural repairs to masonry, woodwork and furnishings of buildings.
- Inspect completed work for conformance to blueprints, specifications and standards.
- Confer with General Managers to coordinate activities of individual departments and outside contractors.
- Develop a prioritized listing of repairs and projects along with schedules and estimates of employee hour requirements for completion of job assignments.
- Suggest changes in working conditions and use of equipment to increase efficiency of work crew.
- Analyze and resolve work problems or assist workers in solving work problems.
- Maintain time and production records.
- Create and execute Building Services annual budget in accordance with Park District policies and procedures, including capital improvement recommendations to the Superintendent of Parks and Planning on an annual basis.
- Monitor monthly budget and report any variances.
- Actively participate in the support and development of staff.
- Monitor and approve accurate payroll for direct reports; review and approve payroll for indirect reports to ensure compliance with employment classification.
- Implement purchasing, inventory of supplies and reconciliation in accordance with Park District policies and procedures.
- Attend conferences, workshops and seminars related to the position to stay current on industry trends.
- Communicate to the Superintendent of Parks and Planning problems, deviations or daily activities which may have an impact on the overall operation of the District.
- Provide any other reports, surveys, studies or additional requirements as assigned or requested by the Superintendent of Parks and Planning.
- Assist the Superintendent of Parks and Planning in coordinating and compiling necessary plans and documentation and applying for permits for any agency required construction work including but not limited to the Village of Wilmette, Metropolitan Water Reclamation District, Environmental Protection Agency (Federal and Illinois), Illinois Department of Public Health, Illinois Department of Natural Resources and Army Corp of Engineers.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Assist with winter maintenance related to snow removal as needed.
- Perform other duties as assigned.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted by the department.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor and Human Resources and Risk Manager.
- Attend and participate in required safety trainings.

- Review all accident and incident reports that occur under area of responsibility and send them to Human Resources/Risk Management division.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Associate's degree (A. A.) or equivalent from two year college or technical school; or a minimum of five years related experience and/or training; or equivalent combination of education and experience.
- Age 21 or older.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organization management, supervision, attention to detail and problem solving, along with excellent communication skills.
- Ability to read and interpret documents and /or instructions furnished in written, oral, diagram or schedule form.
- Ability to apply common sense understanding to carry out detailed, but uninvolved instructions furnished in written, oral or diagram form.
- Ability to deal with problems involving few concrete variables in standardized situations.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of general managers, other staff, clients, customers and the general public.

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Must hold a valid Class D driver's license.
- Ability to obtain possess Class B CDL driver's license with no air brake restriction within six (6) months of hire.
- Must possess CPR/First Aid certificates within three (3) months of hiring, provided by the Park District.
- Complete Certified Pool Operator Certificate within six (6) months of hire.
- Complete annual District trainings including, but not limited to, Sexual Harassment and Avoiding Exposure to Bloodborne Pathogens Training annually and Mandated Reporter every three (3) years.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl.
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms.
- The employee is required to stand, walk and sit; climb or balance; and push/pull objects.
- The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- Must be able to move quickly to respond to emergency situations.
- The noise level in the work environment is usually loud.
- Regularly work near moving mechanical parts and in outside weather conditions.
- Occasionally work in high, precarious places.
- Occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

WORK SCHEDULE:

- The Building Services Foreperson will always be on call for emergencies when necessary.
- Normal working hours are Monday through Friday, 7:00 am to 3:30 pm.
- This schedule will be altered depending on an as-needed basis at the direction of the Superintendent of Parks and Planning.
- Extra hours may be required at various times.
- Work over the July 3rd Celebration is mandatory.

TARGET HIRING RANGE: \$39.42 - \$45.67 per hour (\$82,000-\$95,000 annually)

Candidate review will begin the week of 1/26/26

Apply Online:

<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/327506>