



## Division Manager - Parks and Grounds

Plainfield Park District

**Contact Name:** Joseph Quinn

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**Contact Phone:** 815-436-8812

**Closing Date:**

**Salary:** 62,000-82,000 DOQ

### Description:

#### GENERAL PURPOSE:

Manages all parks and grounds maintenance work, special event equipment setup and special projects for those locations. Assists the Director of Parks and Planning to create a list of board and director prioritized projects and oversees the completion of general maintenance related projects. Schedules and supervises assignments of work crews.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represents Parks and Maintenance and actively participates as a member of the Parks leadership team.
- Manages the parks budget for Parks and Grounds under the advisement of the Director of Parks and Planning. Assists in budget preparation for assigned categories, specifically forecasting parks and grounds improvements/repairs and expense associated, providing feedback and detail to the Director.
- Accountable for the establishment and evaluation of goals for assigned Parks categories. Ensures that goals and objectives are in alignment with District wide goals and objectives.
- Plans, organizes, directs activities for Parks and Grounds team; providing leadership to reporting supervisors ensuring that overall objectives are met on a consistent basis.
- Accountable for creating and maintaining timelines for completion of district parks/grounds projects; mowing, garbage, snow removal and ice making schedules.
- Responsible for estimating project costs during the discussion/consideration phase of planning/forecasting. Expected to compare supplier material costs for best possible pricing.
- Responsible for providing recommendations on repair projects for district parks/playgrounds/recreational facilities; inclusive of inspection, analysis of estimated work and cost estimates.
- Manages work crews inclusive of training, work activities, projects and programs; monitors tasks performed by all assigned crew. Reviews and evaluates work products, methods and procedures and the operations and activities of the crew; recommends improvements and modifications. Troubleshoots problems as they arise.
- Performs hands-on work tasks in the field as needed.
- Communicates daily with the Director of Parks and Planning on project timelines and completion status.

- Accountable for record keeping of all safety compliance and incident reporting procedures as well as other operational information in compliance with park district expectations.
- Responsible for the management of employees including hiring, promotion, disciplinary action and termination.
- Manages the purchasing of departmental supplies, services and equipment in accordance with District purchasing policy.
- Works in coordination with all internal departments to reach overall strategic objectives of the District.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Performs any additional related tasks as required.

## **QUALIFICATIONS:**

- 5 years progressively responsible experience in parks and maintenance field.
- Bachelor's degree in Facilities and Maintenance Management, Business Management, Horticulture, or relevant work experience.
- 3+years management experience
- Valid IL Drivers' license required with a Class B/Airbrakes.
- Working knowledge of basic custodial work, carpentry, electrical, plumbing, landscaping, small/large power tools and non-powered tools.
- Working knowledge of grounds maintenance equipment (large/small), preventative maintenance procedures and accident prevention in operation of all district equipment and vehicles.
- Ability to develop and maintain working relationships with agencies, business and community as a representative of the park district.
- Experience in managing departmental budgets
- Strong analytical and problem solving skills
- Solid decision making ability
- Must have strong verbal and written communication and presentation skills
- Strong organizational and project management experience

To apply, please go to: Plainfield Park District - Job Opportunities