



Parks & Facilities Maintenance Foreperson

Park District of La Grange

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Closing Date:

Salary: \$65,000.00-\$75,000.00

Description:

PARK DISTRICT OF LA GRANGE

Title: Parks & Facilities Maintenance Foreperson

Salary Range: \$65,000–\$75,000 DOQ **FLSA:** Non-Exempt

POSITION SUMMARY

The Parks & Facilities Maintenance Foreperson serves as the primary field-based leader for the District's parks, grounds, and facilities operations. Working under the direction of the Parks, Grounds & Planning Manager, this position translates established priorities and standards into daily work plans and provides hands-on leadership and supervision to maintenance staff. The Foreperson actively works alongside crews to ensure work is completed safely, efficiently, and to District standards.

ESSENTIAL FUNCTIONS

- Implement daily maintenance operations consistent with assigned priorities and schedules.
- Supervise three full-time and 4–5 seasonal maintenance employees.
- Serve as working crew leader, participating in maintenance and repair activities.
- Maintain parks, playgrounds, splash pads, athletic fields, shelters, landscaping, and facilities to District standards.
- Conduct and document routine inspections; identify hazards and coordinate corrective action.
- Perform and support maintenance and minor repairs (electrical, plumbing, HVAC, irrigation, carpentry, mechanical systems).
- Provide on-the-job training in equipment operation, safety procedures, and maintenance techniques.
- Monitor contractor work and report issues to the Manager.
- Assist with snow removal, storm response, special events, and emergency operations.
- Maintain inspection, work order, equipment, and safety records.
- Ensure compliance with OSHA, PDRMA, and District safety policies.
- Communicate field conditions, staffing needs, and operational issues promptly.
- Respond professionally to residents and elevate policy-related concerns.
- Assist with inventory control, material management, and equipment maintenance.
- Perform other duties as assigned.

- Position requires occasional on-call availability and flexibility for evenings, weekends, holidays, and weather-related operations.

QUALIFICATIONS

- Thorough knowledge of park, playground, splash pad, and facility maintenance operations.
- Knowledge of plant identification, integrated pest management, and pesticide application.
- Skilled in operation of trucks, tractors, mowers, small engines, and power tools.
- Ability to read site plans, manuals, and technical drawings.
- Working knowledge of Microsoft 365 and mobile-based documentation tools.
- Strong leadership, communication, and problem-solving skills.
- Valid Illinois Driver's License required.

CERTIFICATIONS

CPSI (within 6 months), **CPO** (within 6 months), Illinois Pesticide Operator License (within 6 months), First Aid/CPR/AED (within 90 days)

EDUCATION & EXPERIENCE

High school diploma or equivalent required. Technical training is preferred. Minimum five (5) years of progressively responsible experience in park or facilities maintenance, construction trades, or related field, with prior lead or crew supervision experience preferred.

Apply Here:

<https://www.paycomonline.net/v4/ats/web.php/portal/B92F750363D59632C8640E19294B6519/jobs/530711>

Disclaimer: This document is a summary of the position. For complete duties, responsibilities, qualifications, and working conditions, please refer to pdlg.org for the full job description and to apply.