



## **Assistant Superintendent of Parks & Facilities**

### **Barrington Park District**

**Contact Name:** Sue Mayer

**Contact E-mail:** smayer@barringtonparkdistrict.org

**Contact Phone:** 847-304-5295

**Closing Date:**

**Salary:** \$75,000-\$84,000 DOQ

#### **Description:**

Barrington Park District is looking for an energetic, experienced, dedicated professional to join our team. Our long-term, supportive Board and staff have been instrumental in making the Barrington Park District an award-winning, elite agency. Five referendums have successfully passed, resulting in exceptional parks and facilities, including the first accessible treehouse in the State of Illinois; the multi-use Fitness & Recreation Center; and most recently the magnificent aquatic complex, Kraken Cove, which opened in July 2025.

#### **POSITION SUMMARY:**

The Assistant Superintendent of Parks & Facilities is a full-time, exempt position. The position manages the day-to-day operation of the Parks and Facilities Department, facilitates preventative maintenance, conducts and coordinates inspections, addresses repairs, assists with in-house and contractual projects, and provides hands-on support to staff. The position is directly responsible for all pool and splashpad mechanical and maintenance operations; and assists with the Park District's safety program.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Recruit, hire, train, supervise, evaluate and terminate full-time, part-time and seasonal staff for the Department
- Responsible for maintenance and repair of all park grounds, playgrounds, turf, ball fields, buildings, mechanical systems, special use facilities, vehicles and equipment
- Responsible for building and facility usage preparation, on-site support and cleaning
- Maintain underground storage tank operations for motor fuel dispensing
- Directly responsible for all pool and splashpad mechanical systems and maintenance operations
- Research, evaluate and implement innovative and alternative methods for improving facility, building and park maintenance practices for results, efficiency and cost savings
- Maintain accurate and organized historical files
- Construct and maintain department specific training and operation manuals
- Coordinate, manage and assist in the District's snow and ice removal program
- Assist in the development and follow-through of goals and objectives
- Assist in the preparation and management of annual operating and capital budgets
- Maintain a working knowledge of, implement, enforce and track OSHA regulations

- Provide safety orientation and in-service training for all facility, building and parks staff
- Ability to multitask, organize, and maintain attention to detail; while prioritizing and handling a variety of different tasks at the same time
- Demonstrate and promote excellent customer service relations
- Strong writing and computer skills
- Primary point of contact for emergency calls
- Cover parks and facility shifts, in absence of staff or as assigned
- Perform other duties as assigned

**QUALIFICATIONS:**

- Bachelor's degree in Facility Management, Parks and Recreation, or related field
- Minimum 5 years relevant experience
- Must possess a Certified Pool Operator certification or obtain within 6 months
- Must possess an Illinois UST Class A/B Operator certification or obtain within 6 months
- Must possess First Aid, CPR and AED certifications or obtain within 6 months
- Must possess a valid Driver's License, Illinois Class "C" Driver's License preferred
- Certified Playground Safety Inspector preferred
- Illinois Pesticide Applicator License preferred

**HOURS:**

The Assistant Superintendent of Parks & Facilities is scheduled to work a minimum of 40 hours per week. The position may require early morning, evening, night and weekend work.

**BENEFITS:**

- Vacation, Personal, Sick and Holiday Paid Time Off
- Medical, Dental, Vision, and Life Insurance
- IMRF Pension
- Park District Facility Discounts and Usage Benefits

For a full job description and to apply on-line, visit [www.barringtonparkdistrict.org](http://www.barringtonparkdistrict.org). Include a copy of your resume and cover letter with your submission. If interested, please apply early, as interviews will begin immediately. Barrington Park District is an Equal Opportunity Employer.