



Facility Maintenance Supervisor

Round Lake Area Park District

Contact Name: Jennifer Ruehrdanz
Contact E-mail: jennifer_bye@rlapd.org
Contact Phone: 847-886-5105
Closing Date:
Salary: \$58,000-\$65,000 DOE

Description:

Position:

The Round Lake Area Park District is seeking a hands-on, team-oriented leader to serve as our **Facility Maintenance Supervisor**. This full-time role is ideal for someone who thrives in a dynamic environment and takes pride in maintaining safe, clean, and high-quality facilities for the community. The Facility Maintenance Supervisor oversees the day-to-day maintenance and operations of District facilities, ensuring all spaces are well-maintained, functional, and welcoming. This position leads by example—balancing supervisory responsibilities with active, hands-on involvement in maintenance tasks and facility improvements.

Key responsibilities include planning and coordinating maintenance schedules, overseeing repairs and capital improvements, and responding to facility needs as they arise. The Supervisor serves as the primary point of contact for maintenance requests and is expected to respond to after-hours emergencies as needed.

This role also provides leadership and direction to a team of full-time and part-time staff through training, mentoring, and daily support. We're looking for a leader who leads by example — someone who brings a positive, professional attitude to every task, big or small, and inspires their team to do the same. A strong work ethic, clear and respectful communication, and a willingness to roll up your sleeves alongside your crew are essential to success in this role.

If you enjoy variety, teamwork, and making a real impact, we'd love to hear from you!

To apply, copy and paste this link into your browser:

<https://roundlakeareaparkdistrict.bamboohr.com/careers/169>

Hours:

This is a full-time, exempt position requiring a minimum of 40 hours per week. We understand that work-life balance matters, and we're committed to working with our team on scheduling needs. That said, flexibility is a must — early mornings, evenings, weekends, and holidays may be required to meet the needs of our facilities.

Education, Experience & Training:

- High school diploma or equivalent required

- Bachelor's degree in Parks & Recreation, Facility Management, or a related field preferred (or equivalent combination of education and experience)
- Three years of prior supervisory experience required, including leading diverse teams
- Valid Illinois Driver's License required with the ability to safely operate Park District vehicles
- Bilingual (English/Spanish) preferred

Certifications (or ability to obtain within a specified timeframe):

- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO)
- CPR, First Aid, and AED (training provided)

Skills & Qualifications

- Strong leadership, team-building, and interpersonal skills
- Ability to effectively communicate verbally and in writing with staff, vendors, contractors, and the public
- Commitment to providing high-quality customer service to both internal and external stakeholders
- Working knowledge of facility maintenance operations; aquatic facility experience preferred
- Proficiency in basic computer applications, including Microsoft Office, timekeeping systems, and budgeting software
- Strong organizational skills with the ability to manage multiple projects and priorities

What We Offer:

In exchange for your time and talent, we offer a generous benefit package:

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance
- Pension Defined Contribution Plan (IMRF)
- 457 Defined Contribution Plan
- Flexible Spending Account
- Paid Holidays & Vacation Time

Please upload your resume or upload a completed job application from our website.

Link to blank job application: <https://rlapd.org/upload/JobApplicationRev82023-fillable.pdf>

Round Lake Area Park District is an Equal Opportunity Employer. Round Lake Area Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance applying for any opening should contact the Department of Human Resources, Jennifer_Bye@rlapd.org.