



Assistant Superintendent of Parks Village of Romeoville

Contact Name: Kelly Rajzer

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Closing Date:

Salary: \$87,716.53-\$118,418.32

Description:

Job Title: Assistant Superintendent of Parks

Job Location: Romeoville Parks & Recreation Department

Salary Range: \$87,716.53 -\$118,418.32

Hiring Range: The hiring salary will be within the first quartile of the range.

Benefits:

We offer great benefits for staff like Blue Cross and Blue Shield medical insurance at 12% cost to the employee, and free dental and vision insurance. Also, we offer a pension through IMRF, Life & AD&D coverage, flexible spending, 457 deferred compensation plan, paid time off, and tuition reimbursement. We offer 14 paid holidays, sick, personal, and vacation time.

Job Duties:

The purpose of this position is to support the Superintendent of Parks and Facility Maintenance in performing complex, supervisory, administrative, and professional work in planning, organizing, and supervising the Parks Division under the Recreation Department, which includes parks, facility maintenance, and custodial service for the Recreation Department. This position also works on coordinating tasks such as carrying out the park parcel maintenance, repair, and improvement of parks, natural areas, community garden, community athletic fields, and park & recreation facility buildings, grant administration, and maintaining database lists. This role provides daily supervision to assigned full-time and seasonal staff and ensures that the department's responsibilities are carried out efficiently and effectively. The employee in this position will work directly with the park foreman and facility maintenance staff to ensure each division is being operated in a safe and adequate manner.

- Assists the Superintendent of Parks and Facility Maintenance in all aspects of division operations.
- Oversees the maintenance and repair activities for all assigned park parcel properties, facilities, equipment, assigned structures, and contractual services.
- Coordinate and schedule meetings and appointments, including managing weekly staffing schedules, monthly calendars, scheduling license testing, training, park rentals, weekend work tasks, and department meetings.
- Assist with implementing a maintenance plan that provides for the daily care and upkeep of assigned

assets, specifically: parks, playgrounds, athletic fields, turf areas, park structures, utilities, drainage, restrooms, landscape bed maintenance, natural areas, program support, and other areas as designated by management.

- Reviews seasonal candidate resumes, schedules, and conducts interviews, executes orientation and separation of full-time and seasonal staff
- Coordinate with the Superintendent of Parks & Facility Maintenance on approving time off requests, monitor timecards for errors, post the time off calendar, and coordinate departments' efforts for snow removal, including scheduling, coordination of staff changes, and call-outs.
- Inspects and evaluates work completed by reviewing work orders, completing reports and coordinating work activities
- Trains new employees to familiarize them with operational procedures and programs of the Parks and Facility Maintenance Division.
- Ensures that proper safety procedures, PPE requirements and uniforms are being enforced by the foremen.
- Ability to work a flexible schedule, with evenings and weekends as required, especially with attendance at special events.

Minimum Training and Experience Required to Perform Essential Job Functions:

- Three to five years of experience in parks maintenance with at least one year in a supervisory or lead role.
- Demonstrated knowledge of principles, practices and techniques relating to maintenance, layout, and design of parks.
- Experience in managing department budgets.
- Must possess a valid Illinois commercial pesticide applicator's license, or the ability to obtain one within six months of employment.
- Must possess a valid Certified Playground Safety Inspector license, or the ability to obtain one within 1 year of employment.
- Must possess a valid Aquatic Facility Operator license, or the ability to obtain one within 1 year of employment.
- CPR/AED certification is required within six months of employment.
- Valid Illinois driver's license (may receive within three months of employment when possessing a valid out of state license)

In addition to completing an application online (<https://www.romeoville.org/135/Employment-Opportunities>), please submit cover letter and resume to the Director of Parks & Recreation, Kelly Rajzer: krajzer@romeoville.org or 900 W. Romeo Rd., Romeoville, IL 60446.