



Superintendent of Parks and Facilities

Morton Grove Park District

Contact Name: Michelle Trevino

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Closing Date:

Salary: \$75,000 - \$90,000 Per Year

Description:

Superintendent of Parks and Facilities

Job Description

The Superintendent of Parks and Facilities is responsible for the effective and efficient delivery of parks and facilities, performing the essential functions as outlined in this job description. The Superintendent of Parks and Facilities is a full-time exempt employee, whose workweek may exceed 40 hours. The position of Superintendent of Parks and Facilities will obtain an applicators pesticides license within 90 days after employment. A certified pool operator's license required within one year after employment, and a certificate in playground and safety inspection is required within 90 days of employment.

Qualifications:

Must have 7 years progressive experience in parks and facility maintenance. A B.S. in Parks/Recreation, Horticulture, Landscape Architecture, Forestry or another related field. Strong knowledge of all aspects of mechanical processes and building maintenance, repairs and improvements, turf management, and ballfield construction and renovations. Strong knowledge of proper horticultural practices for trees, turf, and landscape plantings. Oversees and executes the maintenance of aquatic parks, athletic fields, courts, and parking lots. Strong knowledge of mechanical work, repair of automotive equipment, the general trades, and preventative maintenance. Good communication, problem solving, judgment, time management, planning, and safety awareness are essential. Supervisory, negotiation and organization skills are mandatory. A valid driver's license with no revocation or suspension within the last three years. CPR/AED/First Aid certification required.

Supervision Received:

The Superintendent of Parks and Facilities receives supervision from the Executive Director.

Supervision Provided:

The Superintendent of Parks and Facilities provides supervision to two foremen, six full-time park maintenance staff, and five seasonal staff.

Essential Functions:

- Oversees all Park District construction projects including budgeting, specification, approvals, bids, contract coordination, and payment schedules.
- Project management of all Park District construction projects.
- Monitors contracts to ensure compliance with specifications and oversees contracted building and site improvements and maintenance.

- Reads and understands architectural and engineering drawings and specifications.
- Develops annual department work plan and budget; monitors and tracks financial activities and adjusts priorities as needed.
- Plans and prepares department working budget in coordination with managers and supervisors.
- Prepares and presents monthly and annual objectives.
- Prepares and maintains records on parks operations including financials, licenses, pesticides, monthly objectives, and project documentation.
- Works to obtain public funding and grants for parks and facilities services as available.
- Directs daily, cyclical, and routine maintenance activities related to carpentry, electrical, HVAC, plumbing/pools, vehicles, and related systems.
- Oversees repair and replacement planning and purchasing of equipment and fleet vehicles.
- Assists crew with maintenance, repair, and construction work as needed.
- Works with all District departments on special events, programs, and functions requiring setup or support.
- Oversee and implements turf management programs for all park district properties, including athletic fields.
- Plans and directs seasonal turf maintenance activities including fertilization, aeration, irrigation, pest control, and field renovations in compliance with state regulations.
- Supervises staff, manages chemical applications, and coordinates with Recreation staff to balance field use and maintenance needs.
- Supervises Parks and Facilities staff including hiring, training, evaluation, discipline, and payroll.
- Provides leadership, planning, and organization to meet departmental and District goals.
- Assists employees in the completion of assigned tasks when needed.
- Establishes and maintains open, professional communication with staff, patrons, and residents; acts as a goodwill ambassador.
- Attends Board, staff, and public meetings.
- Prepares monthly updates and reports for Board packets as well as weekly update to the Executive Director.
- Responsible for implementation of the Agency ADA plan.
- Participates in and enforces the Park District Safety Program and all operating procedures.
- Ensures safe work practices and notifies the public of unsafe conditions through signage and barricades.
- Provides staff training in safety, risk management, and operational best practices utilizing PDRMA resources and applicable industry standards.

Marginal Functions:

- Promotes Park District activities within the community.
- Stays current on industry trends, maintenance practices, and safety advancements.
- Maintains confidentiality of sensitive and nonpublic information.
- Performs other duties as assigned.

Safety Responsibilities:

- Wear protective clothing/equipment required on the job being done such as earplugs, ear covers, helmets, respirators, safety goggles/glasses, back support belts, leather type work boots, protective gloves, disposable chemical coveralls.
- Follow vehicle safety procedures and all Illinois Drivers Laws.
- Follow operating instructions on all equipment.
- Follow directions on the label or MSDS sheets of all chemicals for proper use.
- Notify public of unsafe conditions by signage, and barricades.
- Attempt to eliminate all safety hazards reported by staff
- Perform all job tasks within the rules and guidelines of the District's safety program.

Psychological Considerations:

The Superintendent of Parks and Facilities may feel stress from responsibility of position. The employee must resolve problems that arise with patrons and staff.

Physiological Considerations:

The Superintendent of Parks and Facilities occasionally perform duties in the medium to heavy work level (lifting 75 lbs. infrequently).

Environmental Considerations:

Ability to work outdoors in a variety of weather conditions, including wet and humid environments, as well as extreme heat and cold. Must be able to work around outdoor elements such as herbicides, airborne particles, and plant allergens.

Cognitive Considerations:

The ability to resolve differences fairly and with good judgment. Must be able to supervise others and have good safety awareness to protect our patrons.

Benefits:

Excellent benefits package, including paid holidays and time off, health, dental, and vision insurance, life insurance, voluntary life insurance options, Deferred Compensation, Illinois Municipal Retirement Fund (IMRF), pool and gym membership, and opportunities to get involved in recreational programs for a free or reduced cost.

Exempt

Salary

Range \$75,000 - \$90,000