



## **Facilities and Trades Manager - Full-Time, Exempt**

### **Deerfield Park District**

**Contact Name:** Tracy McCoy

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**Closing Date:**

**Salary:** Full-Time, Exempt Position. Salary Range : \$80,000 -\$95,000 +/- DOQ.

#### **Description:**

#### **Facilities and Trades Manager - Full-Time, Exempt**

#### **Who we are?**

The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The Park District has over 25 parks and facilities including the Deerfield Golf Club, Sachs Recreation Center, Patty Turner Center, Jewett Park Community Center, Mitchell Pool and Deerspring Pool. The Park District employs an average of 300 staff with over 500 seasonally. The district maintains a modern, well-designed environment and is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in 2021 and 2022. For additional information visit us at [www.deerfieldparks.org](http://www.deerfieldparks.org).

#### **What is the Opportunity?**

The Facilities and Trades Manager, reporting directly to the Director of Parks, is responsible for leadership, planning, and oversight of all fleet management, trades work, and facility maintenance across the District. This includes managing fleet vehicles and equipment, pool mechanical operations, parks infrastructure, snow removal, HVAC, plumbing, and electrical systems. The role supervises full- and part-time staff and contractors to ensure safe, efficient, and cost-effective operations. This is an exciting opportunity to lead critical maintenance functions, implement preventative maintenance programs, and manage capital improvement projects.

#### **Key Responsibilities**

- Oversee and coordinate maintenance of the District's fleet, mechanical systems, snow removal operations, and trades work at all park facilities.
- Develop preventative and regular maintenance schedules, and manage budgets, procurement, and capital improvement projects.
- Supervise and develop trades staff and contractors, setting clear expectations and ensuring compliance with safety standards and labor policies.
- Collaborate with Parks leadership and external partners to allocate resources, coordinate projects, and improve operational efficiency.
- Negotiate and manage vendor contracts while maintaining high-quality service and cost control.

- Respond to public inquiries and complaints professionally, maintaining strong community relations.

### **Qualifications**

- High School Diploma or equivalent required; Associate's degree, trade school, or continuing education in automotive, electrical, HVAC, plumbing, or related field preferred.
- Minimum five years of progressively responsible or supervisory experience in automotive, facility, or pool maintenance.
- Class B CDL driver's license required; Certified Pool Operator (or ability to obtain).
- Experience in budgeting, procurement, and contract administration.
- Proficiency with Microsoft Office; CPRP certification preferred.
- Strong understanding of trades operations, safety practices, and maintenance systems.

### **Scheduling, Pay and Benefits**

#### **Full-Time, Exempt Position. Salary Range : \$80,000 -\$95,000 +/- DOQ.**

Excellent benefit package including Pension, Paid days off (vacation, sick, holiday), medical, dental and life insurance, free annual fitness center pass, pool pass and free and/or subsidized Park District activities and events for employee and family members, plus more.

A full job description will be provided during the interview process.

To be considered, apply at <https://www.deerfieldparks.org/279/Apply-For-a-Job>