



Operations Supervisor Grounds

Arlington Heights Park District

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Closing Date:
Salary: \$36.54-\$40.38/HR DOQ

Description:

The Arlington Heights Park District seeks a qualified and motivated professional to serve as Operations Supervisor – Grounds. This position is responsible for the daily supervision and coordination of grounds maintenance operations, ensuring that all parks, facilities, and open spaces are safe, attractive, and well-maintained. The Arlington Heights Park District serves a diverse population of over 74,000 residents annually across 58 parks and facilities. This position reports to the Superintendent of Parks – Grounds and supervises full-time, part-time, and seasonal grounds staff.

The salary range for this position is \$75, 870 - \$105,375, with a hiring range of \$76,000 - \$84,000 depending on qualifications.

ESSENTIAL JOB DUTIES

- Oversees, assigns and supervises daily, cyclical and routine duties related to horticulture, landscaping, athletic fields, playgrounds, walking paths, ice making and refuse removal
- Plans and supervises grounds staff in support of park and facility maintenance, improvements and upkeep
- Assists in assessing community needs and level of satisfaction and adjusts maintenance practices accordingly
- Responds to questions, complaints and emergency calls from internal and external customers and takes appropriate action
- Oversees contractor maintenance services within assigned areas
- Assists in preparing and submitting chargebacks
- Requisitions and purchases supplies and materials
- Oversees the operation, maintenance and repair of equipment and machinery
- Maintains records of equipment, materials and maintenance activities
- Assists in preparing bid documents and specifications for supplies, equipment and contracted services
- Assists in the development, implementation and monitoring of the department's Comprehensive Plan, operating budget and capital budget
- Prepares bi-weekly payroll and submits to the Finance Department, as necessary

- Hires, trains, supervises and evaluates full-time, part-time and seasonal employees
- Assists in the preparation of board summaries, monthly reports and special reports
- Conducts and/or assists with safety and equipment training for grounds staff
- Ensures safe operation of all equipment and adherence to safety standards
- Maintains regular attendance and complies with District policies, procedures and safety rules
- Maintains a clean and organized work environment
- Performs additional duties as assigned

REQUIRED KNOWLEDGE AND COMPETENCIES

- Strong knowledge of all aspects of horticulture and turf maintenance,
- Strong knowledge of athletic field maintenance
- Good knowledge of playground installation and repair
- Good knowledge of the principles of financial management
- Strong knowledge of pertinent safety precautions
- Ability to troubleshoots and resolve problems affecting all aspects of grounds, maintenance and repair
- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups and agencies and to the general public
- Ability to hire, supervise, train and evaluate the work of professional, technical, skilled, clerical and semi-skilled employees
- Ability to maintain positive and effective working relationships with other supervisors and subordinate employees
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.
- Ability to work independently in day-to-day operations with general direction of the Director of Parks and Planning
- Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from other departments and interruptions with accuracy
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Capacity to be self-motivated and achieve goals with minimal supervision or direction
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate in English verbally and in writing and to read and understand materials printed in English
- Capacity to utilize computer skills, including demonstrated proficiencies in word processing and basic spreadsheet and database applications
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality

REQUIRED EDUCATION AND EXPERIENCE

- AA/AS in Parks and Recreation, Landscape Architecture, Horticulture or a related field preferred
- Minimum of five (5) years of relevant experience, including at least three (3) years in a supervisory role in parks, facility or golf course maintenance preferred
- Or any equivalent combination of education, experience and training
- Valid Illinois Class C Driver's License within six (6) months of employment
- Illinois Pesticide Applicator and/or Operator License, as required
- Ability to obtain CPSI certification, as required
- CPR and AED certification within six (6) months of employment

- CPRP certification preferred

BENEFITS WE OFFER

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

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation, and Floating Holidays)
- Childcare discounts
- Tuition Reimbursement
- Parental Leave
- Park District facility and program discounts for employees and their families

To be considered, apply at <https://ahpd.bamboohr.com/careers/256>