



## **Natural Resources Supervisor**

### Village of Orland Park

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**Closing Date:**  
**Salary:** \$81,656.00 and \$114,317.00

**Description:**  
**NATURAL RESOURCES SUPERVISOR**

### **APPLY HERE**

#### **Opportunity at a Glance**

The Village of Orland Park is a premiere community with a claim to prominent dining, retail, entertainment, historic neighborhoods, wide-ranging residences, and ever broadening business development. This regional destination in the South Suburbs, ranks #5 in total retail sales out of all the Chicago-land Communities (excluding Chicago). In addition, Orland Park has received a number of accolades including: Ranked as one of the Best Places to Live by Chicago Magazine (2013 & 2022), named "Village of the Year" by the Home Builders Association of Greater Chicago (2014) and the 9750 on the Park - Transit-Oriented Development was named "Best Building by the Congress for New Urbanism", Illinois Chapter.

The Natural Resources & Facilities Division of the Public Works Department seeks a dedicated, talented individual to join our team as a **Natural Resources Supervisor**. The Natural Resources Supervisor is responsible for the maintenance of over 35,000 trees, 600 acres of park space, 140 acres of natural areas, 66 village parks, 55 playgrounds, 51 facilities and the Centennial Park Aquatic Center (CPAC). This position involves highly responsible administrative and technical knowledge, and includes planning, organizing, assigning, directing and reviewing the work of a specialized staff and contractors engages in the maintenance of forestry, landscaping, horticulture, parks and playgrounds, turf fertilization/weed control, mowing, landscaping, refuse can collection, natural area and grounds maintenance and other related tasks.

#### **Key Responsibilities**

This important role reviews and discusses work progress and provides technical assistance and advice in the review of NRF Division maintenance improvement plans and specifications; receives and processes work requests and issues work orders for various activities; maintains records and reports for various activities of the Natural Resources & Facilities Division; develops and implements inspection procedures and methods that assure physical safety and clean healthful environment; and

obtains needed maintenance supplies, equipment, and machinery through purchasing procedures and issues to staff as appropriate.

The Natural Resources Supervisor plans, schedules and distributes daily work assignments; works with the NRF Facilities Supervisor, other divisions, departments and agencies to provide job related training; participates in the recruitment, evaluation, motivation and discipline of staff; makes recommendations concerning the hiring, discipline and dismissal of staff; reviews and ensures timely completion of employee evaluations, personnel action and other employee forms; conveying priorities to assist the staff in scheduling appropriately, approves overtime with the approval of the Director of Public Works and/or designee; responds to employee grievances; instructs and supervises employees in proper work methods; conducts division meetings; plans training sessions and safety meetings; reviews progress of work; reviews scheduling with staff and makes adjustments as needed; adapts to changing schedules as needed; promotes, supports and enforces safety and loss control programs to ensure a safe and healthy work environment. This position actively participates in Snow Command Operations; conducts and documents accident investigations involving Division employees; fosters excellence in customer service and continuous improvement; assists the Natural Resource & Facilities Operations Manager in preparing the Division's operating and capital budget; assists in the management and monitoring of the budget including reviewing and approving expenditures; assumes responsibility for controlling expenditures; provides input into long range maintenance plans that forecast major projects; implements and improves upon preventive maintenance programs that identifies problems early, reduces breakdown events, and extends the life of equipment; performs other duties as required or as may be assigned.

Additionally, this position responds to resident, and Village staff concerns on a regular basis. Providing a high level of responsiveness and resident inquiries and complaints is a key role in this position.

The Natural Resource Supervisor should thoroughly understand the correct operation of light and heavy-duty motor vehicle equipment and tools including, but not limited to, pickup and dump trucks, backhoe, bobcat, front-end loader, tractors, field grooming equipment, roller, sod cutter, compressors, concrete saws, chainsaws, generators, pumps and aerial lifts in a safe and responsible manner. This position is required to ensure the efficient performance of all tasks in a safe manner with proper utilization of personal protective equipment (P.P.E). Training new and existing staff in current work methods to ensure conformance with accepted standards and performing other duties as assigned or as will be required. The Natural Resources Supervisor's work is performed utilizing independent judgement and initiative. The overall productivity of the NRF Division is reviewed through evaluation of reports, meetings, records and established procedures. Must be available for emergency callout duty for one (1) week every four-six (4-6) weeks.

### **Qualifications, Knowledge, Skills**

This position requires a high school diploma or equivalent along with 8 years of progressively responsible experience in a related Parks, Forestry and/or Natural Resource maintenance environment. College level course work and/or degree in management, engineering or related field as well as previous supervisory experience is strongly preferred. Must have a valid Driver's license. ISA Certified Arborist and/or Certified Playground Safety Inspector (CPSI) certifications are preferred.

Knowledge of field maintenance and construction principles, equipment and procedures; principles and practices of horticultural management, administrative principles practices, including goal setting, program development, implementation and evaluation, and the management of employees. Principles and practices of developing teams, motivating employees and managing in a team environment.

Knowledge of applicable laws, codes and regulations as well as budgetary administration practices and terminology.

The ability to establish and maintain effective working relationships with others along with ability to maintain tact and composure in stressful situations; work within time constraints, follow verbal and written instruction, learn and follow department policies, procedures, rules and regulations, and make decisions in accordance with established policies.

### **Compensation & Benefits**

The Village of Orland Park offers a competitive market rewards package that includes a base salary range between \$81,656.00 and \$114,317.00, depending on experience and qualifications. This position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes multiple medical plan designs offered through Blue Cross Blue Shield of Illinois, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan with Nationwide Retirement Services.

The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates are encouraged to apply in a timely manner.