



Superintendent of Parks

Woodridge Park District

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Closing Date:

Salary: \$95,000-\$110,000

Description:

Do you love to work in a great community? Then the Woodridge Park District located in Woodridge, Illinois is for you! We have an opening for a full time Superintendent of Parks. As a five time Illinois Distinguished & Accredited Agency Award recipient, the Woodridge Park District serves approximately 35,500 residents with over 570 acres of parks and sites offering over 1,000 programs each year.

Job Summary

The Superintendent of Parks is responsible for the administration and operation of the physical maintenance of the Woodridge Park District. Board approved wage range and benefits for this position is available on our website.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of financial accountability, integrity/ethics, interpersonal skills, job knowledge, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, teamwork, adaptability/flexibility, dependability, and productivity.

Essential Duties

- Create accurate and realistic annual maintenance and improvement budgets while contributing to budget planning.
- Design and write specifications for minor development work, renovations, and equipment/material needs.
- Analyze vehicle operation, equipment operation, and manpower efficiency to determine the most effective and efficient use of Park District resources.
- Make recommendations and budget for the purchase of supplies, materials, equipment, and tools of the District.
- Monitor through rotating regular inspections, the appearance and condition of all park sites and report concerns to Park Maintenance Manager. Enter maintenance tasks into Computer Maintenance Management System for completion.

- Create accurate and punctual reports, deliver presentations, share information and ideas with others.
- Set up systems to measure department results utilizing Computer Maintenance Management System reporting analysis reports.
- Effectively communicate important information serving as the first line of contact for any concerns or complaints from external resources related to the Parks Department (residents, general public, inter-governmental agencies, contractors/vendors) related to maintenance.
- Be the main point of contact for all contractual maintenance services.
- Partake in interview team and provide selection input regarding new full-time hires.
- Guide the Park Maintenance Manager and troubleshoot issues that arise.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Budget/Cost Control

- Track and adjust budgets while planning for and using resources efficiently.
- Review and recommend new ideas and methods of cost saving techniques in all phases of park maintenance and development.

Communication

- Listen attentively to others, ask clarifying questions, actively listen, stay open to other viewpoints, manage distractions and interruptions.

Creativity/Innovation

- Generate new ideas, challenge the status quo, encourage innovation and solve problems creatively.

Decision Making/Judgment

- Exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

Managing for Results

- Set challenging and productive goals for the park maintenance team while providing resources and support. Use checkpoints and data to track progress.
- Set up systems and processes to measure results.

People Management

- Conduct regular observations of staff to ensure safety is prioritized as tasks are implemented by the Parks department crews and discuss findings with Park Maintenance Manager.
- Routinely check-in with Park Maintenance Manager to listen, counsel, provide recognition, and revise as needed.
- Mentor Park Maintenance Manager and provide tools/resources to guide their development.
- Continually link the Park District's mission and long-term goals to your department's goals and assignments.
- Review and approve payroll and time records for employees in absence of Park Maintenance Manager.

Planning

- Communicate with Park Maintenance Manager to ensure organization and coordination of several work projects simultaneously or in succession.

Results Focus

- Target and achieve results on challenging goals through prioritizing tasks, overcoming obstacles and setting team standards and responsibilities.

Self-Development

- Readily seek out wise counsel and accept feedback.
- Take on tough assignments to improve skills.
- Keep knowledge and skills up-to-date with current trends.

Teamwork

- Consistently model the core values of the Park District.
- Observe and recommend change for all safety violations.
- Work as a team player with co-workers and in conjunction with other departments.
- Attend staff meetings and in-service training sessions as required.
- Promote a team atmosphere and work with co-workers to meet all team deadlines and responsibilities.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of five (5) years of progressive experience in park operations and staff supervision.
- Ability to administer all functions of park operations as required by the Director of Parks, Planning and Development.
- Continuously demonstrate the character, experience, humility, wisdom and discernment necessary to create trust, deliver results, and influence a positive culture.
- Excellent understanding of park operations including, but not limited to proficiency in tools, turf, and equipment maintenance.
- Ability to operate heavy equipment, including but not limited to: tractors, end loaders, backhoes, and large mowers.
- Ability to detect problems with all equipment.
- Ability to observe and report safety hazards.
- Knowledge of management and supervisory methods.
- Ability to set well-defined expectations for Park Maintenance Manager as well as regularly engaging with manager to ensue accountability.
- Knowledge of computer software programs including Microsoft Office and the Internet.
- Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups, and park district employees.
- Ability to resolve differences and problems that arise with contractors, patrons, and employees.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of the organization.
- Ability to understand, remember, and apply common sense to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.

Education & Training

- Minimum of a high school degree or equivalent required.
- Bachelor Degree in Parks & Recreation, Public Administration, Business Management, Landscape Architecture, Natural Resource Management or closely related field preferred.

Certificates, Licenses, Registrations

- Obtain and maintain an Illinois Driver's License
- Obtain and maintain first-aid certification.
- Obtain and maintain adult CPR/AED certification.

To apply please go to www.woodridgeparks.org and click on the job opportunity icon or copy this link to your web browser.

<https://www.paycomonline.net/v4/ats/web.php/portal/F1A56F33BE72F931A967010AC36BA6CB/jobs/294625>