



Superintendent of Parks & Facilities

Oakbrook Terrace Park District

Contact Name: Shannon Elsey

Contact E-mail: shannon@obtpd.org

Contact Phone: 630-627-6100

Closing Date:

Salary: Starting rate from \$65,781 to \$82,226

Description:

SUMMARY: The Superintendent of Parks & Facilities is responsible for all physical buildings and parks, as well as their day-to-day operations. The Superintendent of Parks & Facilities is a full-time employee working a minimum of 40 hours per week. Work pace is moderate depending on the task required. The position of Superintendent of Parks & Facilities requires the ability to work at an active pace.

QUALIFICATIONS: The Superintendent of Parks & Facilities should have a bachelor's degree in Parks and Recreation or a related field and at least 5 years of full-time experience in a park and recreation-related position. The Superintendent of Parks & Facilities must have experience working with Microsoft Office Suite and familiarity with maintenance management systems like Productive Parks. Ideal candidate will have experience managing multiple facilities, as well as full-time and part-time staff. Must have a valid CPR/AED certification or become certified within 6 months of hire. Additional desirable certifications include Certified Playground Safety Inspector and Pesticide Applicators License.

BENEFITS: Visit <https://www.obtpd.org/employment> for a full listing of benefits for this position.

IMMEDIATE SUPERVISOR: The Superintendent of Parks & Facilities is under the supervision of the Executive Director.

ESSENTIAL FUNCTIONS:

1. Provide direct leadership to the Parks Department.
2. Provide direct supervision to the Parks & Maintenance Crew.
3. Actively participate in creating the budget for the Parks Department, as well as contribute to the development of the capital budget.
4. Manage capital projects, including park improvements and facility renovations, in coordination with the Executive Director.
5. Monitor revenue and expenses for the Parks Department.
6. Oversee all maintenance supply orders necessary for Parks Department, Nature Center, Fitness Center, and Heritage Center.

7. Ensure all Park District contracted services (independent contractors and vendors) have turned in all necessary documentation (e.g., certificates of insurance, professional licenses, etc.)
8. Responsible for restructuring and implementing day-to-day operations within the Parks Department.
9. Provide communication to the Parks & Maintenance Crew.
10. Host meetings with Parks & Maintenance Crew when necessary to provide operational guidance, as well as opportunities for growth within the organization.
11. Communicate consistently with the Executive Director about all Park District matters.
12. Offer policy changes and new policies to the Executive Director or to improve Park District operations.
13. Attend weekly staff meetings.
14. Attend all Park Board Meetings and Special Board Meetings as required.
15. Knowledge of Park District policies and procedures.
16. Ability to accept other duties as assigned.

DESIRED KNOWLEDGE, SKILLS AND TRAITS:

1. Excellent customer service skills, (internal and external customers).
2. Ability to successfully use the secondary electronic devices: copy machine, postage machine, laminator and label maker.
3. Work well with all departments and personalities.

MARGINAL FUNCTIONS:

1. Have a basic knowledge of all programs, special events, and memberships; or know how and where to obtain the information.
2. Assist all employees of the Park District as needed.

PSYCHOLOGICAL CONSIDERATIONS: The Superintendent of Parks & Facilities may feel added pressure from the volume of calls, walk-in requests, emails about programs, special events, as well as the supervision of a large and diverse staff. The Superintendent of Parks & Facilities must remain calm and continually share Park District information with patrons. The Superintendent of Parks & Facilities must be a good problem solver and continually develop creative responses to problems.

PHYSIOLOGICAL CONSIDERATIONS: The Superintendent of Parks & Facilities must be able to bend, stoop, lift items weighing up to 50 pounds, turn, sit, and stand for short or extended periods of time.

ENVIRONMENTAL CONSIDERATIONS: The Superintendent of Parks & Facilities may be exposed to elements when assisting with outdoor functions. Most activities are performed indoors; these conditions may include lighting and extreme temperatures.

COGNITIVE CONSIDERATIONS: The Superintendent of Parks & Facilities must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The Superintendent of Parks & Facilities must be in compliance with the loss prevention and safety policies of the Park District.

Interested applicants should submit a cover letter and a resume to Shannon Elsey, Executive Director: shannon@obtpd.org.