



Facility Maintenance Manager

Buffalo Grove Park District

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Closing Date:

Salary: Starting Salary Range: \$75,000 - \$90,000 annually (\$36.06 - \$43.27/hour) DOQ

Description:

ABOUT

The Buffalo Grove Park District maintains an extensive network of parks, recreation facilities, open space, athletic fields, playgrounds, trails, natural areas, and recreational amenities throughout the community.

The Parks & Facilities Department is responsible for maintaining and operating a diverse portfolio of facilities, including the Buffalo Grove Fitness Center (and indoor pool), Alcott Center, Community Arts Center, Golf Dome, Splash Pad, Outdoor Amphitheater, Aquatic Facility, Park Maintenance Facilities, and numerous outdoor shelters and support buildings. The District is committed to providing safe, clean, and welcoming facilities while investing in capital improvements, sustainability initiatives, and operational excellence.

The Facility Maintenance Manager plays a key leadership role in ensuring these facilities, assets, and building systems operate efficiently, safely, and reliably throughout the year.

COMPENSATION

Starting Salary Range: \$75,000 - \$90,000 annually (\$36.06 - \$43.27/hour) DOQ

Maximum Position Salary: \$108,480 annually (\$52.15/hour)

Eligible for overtime compensation.

WORK SCHEDULE

Monday-Friday, 7:00 a.m. - 3:00 p.m. Includes rotating on-call duty (typically one week per month), emergency response, special events, and snow and ice control operations.

POSITION SUMMARY

The Facility Maintenance Manager oversees the maintenance, repair, and operation of Buffalo Grove Park District facilities and building systems. This position supervises staff, coordinates contractors, manages purchasing and inventory, supports capital projects, and ensures safe, efficient, and reliable facility operations.

PRIMARY RESPONSIBILITIES

- Oversee HVAC, plumbing, electrical, aquatic, and mechanical systems.
- Coordinate preventative maintenance programs and facility repairs.
- Supervise maintenance staff and contractors.
- Manage purchasing, inventory, invoices, and maintenance records.
- Support construction, renovation, and capital improvement projects.
- Utilize building automation and work order systems.
- Participate in on-call responsibilities and snow operations.
- Ensure compliance with safety, ADA, and operational standards.
- Support special events and District-wide facility operations.

QUALIFICATIONS

- High school diploma required; Associate degree preferred.
- Minimum seven years of facility maintenance experience.
- Supervisory experience preferred.
- Valid Illinois Driver's License required.
- CPO preferred (or obtained within six months).
- CPR/AED certification required within six months.

Benefits Provided:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Spending Account, Dependent Care Account, Commuter Account
- Post-employment healthcare account
- 457 account eligibility
- Generous paid time off benefits including paid parental leave
- IMRF Pension Eligibility upon hire
- Complimentary or discounted Park District Facility & Program benefits

Buffalo Grove Park District is an Equal Opportunity Employer.

Apply at: <https://buffalogroveparkdistrict.applytojob.com/apply/vPLzDyYjO4/Facility-Maintenance-Manager?source=r>