



Assistant Superintendent of Parks - Building Services

Rolling Meadows Park District

Contact Name: Tiffany Quattrocchi
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Closing Date:
Salary: 78000-82000

Description:

Position Summary

The Assistant Superintendent of Parks – Building Services performs administrative, supervisory, and operational work in support of the Parks Division, with a primary focus on building and facility operations. Under the direction of the Superintendent of Parks, this position is responsible for the planning, organization, and daily management of facility maintenance, building systems, and custodial services. This position provides direct oversight of Trade Specialists and the Custodial Foreman, ensuring all District facilities are safe, clean, and well-maintained. This is an at-will position.

Essential Functions

Administrative

- Assists the Superintendent of Parks in the implementation of departmental policies, procedures, and operational standards related to building services and facility maintenance.
- Supports analysis of maintenance practices, operational workflows, and recordkeeping systems specific to facilities and building operations.
- Assists with budget tracking, purchasing, and cost control measures related to building services, custodial operations, and facility systems.
- Maintains departmental records, reports, and documentation related to inspections, maintenance schedules, and compliance requirements.
- Works with the Executive Director on special projects and District-wide operational initiatives as assigned.
- Manages maintenance requests and operational needs through the district's work order management system.

Personnel

- Assists with the hiring, training, and evaluation of Parks Department personnel, including full-time, part-time, and seasonal staff within building services and custodial operations.
- Provides direct supervision and leadership to Trade Specialists and the Custodial Foreman, including oversight of daily operations, work assignments, and staff performance.
- Works closely with supervisory staff to develop schedules, assign tasks, address performance concerns, and ensure appropriate staffing levels across all facilities.

- Collaborates with the Superintendent of Parks to ensure alignment between parks maintenance operations and facility/building service needs.
- Reinforces the District's Mission, Vision, and Values through leadership, accountability, and employee engagement.

Areas and Facilities

- Oversees day-to-day operations of facility maintenance and custodial services through direct coordination with Trade Specialists and the Custodial Foreman.
- Coordinates and manages in-house facility improvements and maintenance projects, including planning, scheduling, oversight of staff and contractors, and ensuring timely completion within budget.
- Ensures all District buildings and facilities are maintained in a clean, safe, and operational condition.
- Provides oversight of building systems, preventative maintenance programs, and facility repairs.
- Oversees custodial operations across all District facilities, including cleaning standards, supply management, inspections, and staff coordination.
- Conducts routine inspections of facilities to ensure work quality, identify maintenance needs, and ensure compliance with safety standards and regulations.
- Assists in coordinating seasonal and operational needs such as event setup, snow removal support, and emergency response related to facilities.
- Monitors equipment usage and facility systems and makes recommendations for repair, replacement, or capital improvements.

Qualifications: Bachelor's Degree in Parks and Recreation, Facility Management, Construction Management, or a related field preferred. working knowledge of building systems, including HVAC, electrical, plumbing, custodial operations, facility maintenance, and project management required. Strong leadership, organizational, and communication skills required. Valid Driver's License required. Three (3) to five (5) years of progressive experience in facility operations or parks maintenance, including at least two to three (2-3) years in a supervisory role.

Schedule & Pay: This is a full-time, exempt position. The hiring range for this position is \$78,000-\$82,000 plus facility and program discounts.

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

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- Pension Defined Benefit Plan (IMRF)
- Short & Long-Term Disability
- 457 Defined Contribution Plan
- Flexible Spending Accounts
- Paid Holidays & Vacation Time
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- Facility Discounts & Usage Benefits

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Please include Cover Letter and Resume

*Open until filled. If interested, please apply early. Recruiting and interviewing begins early.
The Rolling Meadows Park District is an Equal Opportunity Employer.*