



Superintendent of Parks & Facilities City of Palos Heights Parks & Recreation

Contact Name: Matt Fairbanks

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Closing Date:

Salary: \$75,000.00 - \$90,000.00 depending upon qualifications

Description:

City of Palos Heights Parks & Recreation

Position Summary

The City of Palos Heights Parks & Recreation Department is seeking an experienced and dynamic Superintendent of Parks & Facilities to oversee the maintenance, operations, safety, and long-range planning of the City's parks, recreation facilities, aquatic facilities, and public recreation infrastructure. This leadership position is responsible for supervising staff, managing budgets, coordinating capital improvements, ensuring regulatory compliance, and delivering exceptional public service.

Key Responsibilities

- Oversee daily operations and maintenance of parks, recreation facilities, fitness areas, aquatic facilities, playgrounds, and related infrastructure.
- Supervise, train, evaluate, and develop full-time, part-time, seasonal, and volunteer staff.
- Develop and manage operating and capital budgets; monitor expenditures and revenue projections.
- Lead facility inspections, safety programs, risk management initiatives, and compliance with local, state, and federal regulations.
- Coordinate park and facility maintenance projects with internal departments and contractors.
- Recommend and manage capital improvement and facility development projects.
- Establish and maintain customer service standards and facility management procedures.
- Support department strategic planning efforts and community recreation initiatives.
- Assist with department-wide leadership, policy implementation, and operational planning.

Qualifications

- Bachelor's degree in Parks & Recreation, Recreation Administration, Public Administration, Facility Management, Business Administration, or a closely related field.
- Minimum of five (5) years of progressively responsible supervisory experience in parks, recreation, facilities, or municipal operations.
- Valid Illinois Driver's License required.
- CPRP preferred or ability to obtain within one year.
- Ability to obtain CPO, CPSI, First Aid/CPR/AED Instructor, and Illinois Food Manager certifications within six months of hire.

- Strong leadership, communication, budgeting, project management, and customer service skills.

Why Join Palos Heights?

The City of Palos Heights offers an opportunity to make a lasting impact on the quality of life of residents through exceptional parks, facilities, and recreation services. The successful candidate will work with a dedicated team committed to innovation, safety, stewardship, and community engagement.

Application Information

Interested candidates should submit a cover letter, resume, and professional references to ***mfairbanks@palosheights.org***.

Position is open until filled. Salary and benefits are competitive and commensurate with qualifications and experience including health, dental and eye insurance, vacation and sick time and participation within IMRF.