



Superintendent of Park and Facility Maintenance

Glen Ellyn Park District

Contact Name: Susan McLaughlin

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Closing Date:

Salary: Hiring Range \$90,000-\$105,000/yr DOQ

Description:

Full Time Job Opening

Superintendent of Park and Facility Operations

HOURS

Generally, Monday-Friday 7:00am-3:30pm with evening and weekend hours as needed. This position is Exempt under FLSA status.

JOB SUMMARY (Full job description provided upon request)

The person in this position is responsible for the overall management of parks, grounds, trails, and facility maintenance activities to provide safe, quality parks and facilities accessible to the general public. The Superintendent develops short- and long-range plans for their assigned areas as part of a comprehensive strategy. This role will supervise full-time, part-time and seasonal staff directly and through subordinates, to direct the activities of subordinates performing maintenance and construction tasks while also performing work alongside the workers. The Superintendent also facilitates work orders internally and with outside vendors/contractors for projects outside the scope of the staff or due to time constraints. Other responsibilities include hiring maintenance staff, scheduling, approving payroll, short and long-term budgeting, safety training and initiatives, negotiating service contracts, and performance management. Additionally, coordinates work with other departments and the public for special events and projects to fulfill the mission of the Park District. This is an at-will position.

LEADERSHIP, CULTURE, AND WORK ETHIC

We are seeking a leader who brings positive energy, professionalism, and a commitment to excellence in everything they do. The ideal candidate leads by example, fosters a culture of teamwork and accountability, and creates an environment where employees feel supported, valued, and empowered to succeed.

This individual is approachable, collaborative, and an effective communicator who builds trust and strong working relationships with staff, colleagues, contractors, and community members. They demonstrate sound judgment, resilience, and a solutions-oriented mindset while maintaining high standards for safety, quality, and customer service.

The successful candidate will inspire others through their integrity, work ethic, and positive attitude. They are committed to continuous improvement, embrace challenges with a can-do approach, and recognize that the best results are achieved through teamwork, mutual respect, and shared success.

EXPERIENCE, EDUCATION, AND TRAINING

- Bachelor's degree from a four-year college or university; or 7-10 years related experience and/or training; or an equivalent combination of education and experience.
- Certified Parks and Recreation Professional (CPRP) preferred.
- Certification in irrigation installation and/or playground safety is preferred.
- OSHA Training and certifications highly desired.
- Certified Pool Operator (CPO) or similar is preferred.
- Must have a valid Illinois Class A CDL driver's license.
- Become CPR and First Aid certified which will be provided by the GEPD.
- Must be able to lead, manage, and motivate assigned staff.
- Ability to work independently and collaboratively with others in a fast-paced and multi-tasking environment.
- Must be detail-oriented with strong organizational and time management skills to complete assignments on time and on budget.
- Strong analytical skills with aptitude to assess project timelines, cost estimations, budget administration, etc. and solve problems comprehensively.
- Proficiency in the use of computers and relevant industry technology (Work Order systems, Microsoft Office, etc.) with the aptitude to research and learn other systems.
- Must possess effective interpersonal, written, verbal and telephone communication skills.
- Knowledge of the Glen Ellyn Park District area is highly desired.
- Must be in good physical condition with manual dexterity and sufficient strength to lift and/or move 50 pounds or more on a regular basis.
- Some weekend and evening work will be required as well as extended work hours during peak.

BENEFITS WE OFFER

- Health Insurance (HMO or PPO medical option), dental, vision, and prescription coverage following 30 days of employment. Employee contribution for HMO is 8% and PPO is 13% while the District pays the remainder.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Employer Paid Life Insurance with additional voluntary options as well.
- Paid Time Off - including vacation, sick leave, 9 holidays, and 4* floating holidays. (**prorated first year*)
- Four weeks of paid Paternity/Family Care Leave following one year of FT employment.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.
- Recognition Incentives throughout the year and potential for year-end bonus.
- Tuition Reimbursement Program eligibility following one year of employment.
- Refer a friend that is hired, and both receive \$50 after 30 days of employment in good standing.

To apply, please complete an online application on our website and include a resume and cover letter. For questions, please contact Susan McLaughlin, HR & Risk Manager, at smclaughlin@gepark.org or 630-942-7259.

The Glen Ellyn Park District is a local governmental agency serving all residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to "foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future." We welcome you to apply to become a part of our

great TEAM!