



Senior Facilities Manager

Park District of Oak Park

Contact Name: Desiree Hines

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Closing Date:

Salary: \$81,656.00 - \$90,000.00 Salary/year

Description:

Overview:

The Senior Facilities Manager is a Full-Time Position. We offer competitive compensation of \$81,656.00 - \$90,000.00 Salary/year. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time and personal days. To view full job description and apply online today click here: <https://www.paycomonline.net/v4/ats/web.php/portal/41D8300184906117978771C10E755DC6/jobs/828304>

Job Purpose:

The Senior Facilities Manager provides strategic leadership and operational oversight for the maintenance and operation of all PDOP Facilities including pools, ice rink, community centers, dog parks. This position is responsible for developing long-range facility strategies, directing multiple facility operations, ensuring regulatory compliance, managing departmental budgets, and aligning facility operations with the park District's Mission, Vision, Values and Comprehensive Strategic Master plan. The Senior Facilities Manager reports directly to the Director of Parks & Facilities.

Essential Functions:

- Provide leadership and direct supervision to Maintenance & Operations Manager.
- Develop long-range facility maintenance, lifecycle replacement and asset management plans.
- Administers all facets of the maintenance program through the use of the Work Order Software, including predictive, preventative and corrective maintenance.
- Promote the benefits of facilities in keeping our community vital and healthy and aligned with the Comprehensive Strategic Master Plan.
- Recruit, hire, train, schedule, supervise, complete payroll and evaluate performance of staff.
- Ensure completion of safety inspections of facilities and equipment on a scheduled basis and implement corrective measures as needed.
- Assist with mentoring, coaching, and guiding the staff, particularly with regards to training and development.
- Assist with establishing the direction of the staff, setting an effective agenda and ensuring performance goals are set and met.

- Communicate to the Director of Parks & Facilities problems, deviations, or daily activities which may have an impact on the operation of the parks & facilities.
 - Assists Director of Parks and Facilities with public bids for services, capital equipment, including bidding document creation and management of service contractors.
 - Competitively seeks vendor quotes for repairs, improvements and professional services.
 - Competitively seeks supplier quotes for supplies and equipment
 - Conducts staff meetings as necessary.
 - Develops and oversees long-term preventive maintenance and replacement schedules for all district building systems and infrastructure and recommends park/facility and infrastructure maintenance work and schedules in conjunction with the Director of Parks & Facilities.
 - Ensures that all staff and contractors follow safety procedures, including use of protective equipment.
 - Responsible for the specification of work, hiring, oversight of, inspection and supervision of the efforts of contractors hired for various service contracts such as HVAC or life safety testing services.
 - Liaison to outside vendors, other agencies, and special projects contractors.
 - Oversees the operation and maintenance of special facility equipment, ex. pool filtration systems and the Zamboni Ice Resurfacing Machine.
 - Manages inventories of materials, supplies and equipment.
 - Makes efficient and effective use of resources under his/her discretion.
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- Foster a working environment that promotes safe work habits and active participation in the agency's risk management program.
 - Ensures incident and accident procedures and forms are completed and submitted to in accordance with District guidelines.
 - Maintain knowledge of and follow all Federal, State, Local and Park District safety regulations.
 - Maintain a complete understanding of Park District emergency action plans and acts as a leader in the execution of the plans when required.
 - Ensure competitive prices and procures materials, supplies and services as outlined in Park District purchasing policies.
 - Provide reports, surveys, studies, or additional requirements as needed, assigned or requested.
 - Assist with Annual Budget Development, Budget Administration and budget expenditure tracking.
 - Develop cost analysis, financial reports, studies and recommendations for financial aspects of areas of responsibility.
 - Evaluate, recommend, interpret and administer the policies of the District.
 - Assist with mentoring, coaching, guiding the staff, particularly with regards to training and development.
 - Participates in removal of snow and ice for entire Park District, works in cooperation with other Park District Departments and teams.

The Park District is an Equal Opportunity Employer!