



Superintendent of Parks and Facilities

Lisle Park District

Contact Name: Jon Pratscher

Contact E-mail: jpratscher@lisleparkdistrict.org

Contact Phone: 630-964-3410

Closing Date:

Salary: \$99,000-115,000+ DOQ

Description:

All candidates must apply online at

<https://lisleparkdistrict.bamboohr.com/careers/167?source=aWQ9MjM%3D>

Lisle Park District is hiring a Superintendent of Parks and Facilities to provide strategic leadership and operational oversight for the planning, maintenance, and continuous improvement of park district grounds, buildings, facilities, fleet, and infrastructure systems. This position ensures safe, sustainable, and high-quality environments that enhance community use and support the Park District's mission. The role requires advanced judgment, proactive planning, and collaborative leadership to manage staff, resources, and capital assets effectively.

Major responsibilities include the following. Other responsibilities may be assigned.

1. Directs and administers comprehensive maintenance programs for parks, facilities, buildings, grounds, fleet, and mechanical systems, ensuring proper operation of all park district mechanical and electrical equipment, motorized vehicles, and park maintenance equipment.
2. Oversees preventative maintenance schedules, lifecycle planning, and asset replacement strategies.
3. Evaluates, recommends, and administers park and facility improvements, repairs, renovations, and capital projects according to capital improvement plan.
4. Responsible for developing and delivering on goals and initiatives set forth in the District Strategic Master Plan and annual work plans of staff within position's oversight.
5. Coordinates permits, plans, and bids for goods and/or services for agency-required construction projects.
6. Responsible for contract administration, including solicitation, selection and hiring of consultants, vendors and contractors, monitoring work in progress, ensuring compliance with local, state and federal regulations including but not limited to safety, environmental and accessibility.
7. Leads Parks and Facilities staff to ensure consistent, high-quality service delivery in accordance with Lisle Park District Employee Handbook.
8. Assesses staffing needs; oversees recruitment, training, and professional development.
9. Conducts performance evaluations and enforces policies.
10. Promotes a positive workplace culture focused on accountability, teamwork, and safety.

11. Recommends sources of alternative revenues through grants, collaborative relationships with other community groups, and vendors.
12. Promotes relationships with organizations, businesses and government agencies through cooperative projects that promote the goals of the park district and its services.
13. Prepares, submits and oversees an annual budget plan for all areas of responsibility.
14. Monitors revenue and expenses of facilities in addition to making short and long-range recommendations for capital expenditures.
15. Oversees a district-wide safety program through subordinate employees.
16. Interacts with the media and the general public concerning park district programs, events or issues.

Qualifications:

- **Education-** Requires expertise typically acquired through completion of a bachelor's degree in parks and recreation, natural resource management, or related field with an emphasis in park district management.
- CPRP preferred
- **Experience-** A minimum of five years progressive, park district work related experience required
- **Computer** – Proficient with keyboard/typing skills; proficient use of applicable software in Microsoft Office Suite, including Outlook, Word, Excel.
- Excellent verbal and written communication skills
- **Physical-** good speaking, hearing and vision ability, excellent manual dexterity, ability to lift and carry up to 10 pounds occasionally and a negligible amount frequently. Anything lifted over 50 pounds must be achieved with assistance (mechanical or team-lift).
- Valid Illinois drivers license.

This position requires working on-site in an office environment. May occasionally involve working outdoors, especially during the summer. May require working overtime and attending evening Board of Commissioners, community and business meetings, and special events.

Benefits we offer:

Medical Coverage- PPO or HMO & Prescription Coverage

Dental Insurance

Vision Insurance

Life Insurance (basic & voluntary)

Short- and Long-Term Disability (IMRF)

Pension / Defined Benefit Plan (IMRF)

Flexible Spending Accounts

Paid Holidays, Personal Days, Vacation, Sick Time

Tuition Reimbursement

Professional Membership Dues

Complimentary Sea Lion Aquatic Park Membership

Park District Facility Discounts and Usage Benefits

Pay is based on previous experience.

Wage scale for this position is \$88,757.10- \$133,135.65

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