



Facilities Trades Manager

River Trails Park District

Contact Name: Jeremy Hakala

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Closing Date:

Salary: 66,700 - 77,800 Annual

Description:

Job Title: Facilities Trades Manager

Department: Park & Facilities

Location: The Zone, 550 E Business Center Drive, Mount Prospect, IL 60056

Reports To: Superintendent of Parks & Facilities

Status: Full-time, Non-exempt

Essential Functions

The Facility Trades Manager is a hands-on position responsible for the maintenance and daily operations of the district's facilities and infrastructure maintenance program. The position manages full and part-time staff and oversees the trades maintenance shop. This position performs both field work and supervisory responsibilities, working independently and alongside staff to ensure maintenance and operational tasks are completed safely, efficiently, and on schedule. The Manager participates in a rotating on-call schedule and typically works Monday through Friday from 6:00 a.m. – 2:00 p.m., with occasional evenings and weekend hours required.

Buildings and Facilities

Performs skilled maintenance and repair work to ensure the safe, efficient, and attractive operation of Park District buildings, facilities, grounds, and playgrounds.

Demonstrates proficiency in three or more construction-related trades, including carpentry, electrical, HVAC, plumbing, concrete, or building maintenance.

Reads and interpret blueprints, schematics, technical manuals, and work orders.

Coordinates and monitors the work of outside vendors and contractors.

Creates and maintains process for evaluation of facilities. and playgrounds

Completes facility walkthroughs, checking for maintenance needs and assigning tasks accordingly.

Oversees and performs maintenance of the district facilities including pool operations.

Coordinates maintenance activities by prioritizing work assignments and scheduling projects as needed.

Supervises and oversees custodial contractors and internal staff.

Performs maintenance and repairs on playgrounds.

Oversees internal or contracted work and management of projects at discretion of

Superintendent of Parks.

Assists with snow removal operations as needed.

Performs other duties as assigned.

Administrative

Maintains a thorough understanding of the Park District's policies and operations. Assists with enforcing and interpreting those policies as needed

Assists with development of annual departmental and safety goals

Attends and participates in park & maintenance staff meetings

Develops and maintains working relationships with all park district departments

Continues educational growth and professional memberships allowing access to outside resources and information

Monitors outside contracts related to facility maintenance.

Maintains and services an organized workshop with the required inventory of tools, equipment and supplies.

Maintains service and equipment records for facilities.

Assist Superintendent of Parks & Facilities in creation of facility maintenance budget and capital projects.

Pool Operations

Helps prepare for seasonal opening and winterization.

Performs preventative maintenance and repairs on pool systems and equipment.

Works with Pool Staff to ensure facilities operate properly and repairs are completed promptly.

Works with Recreation Staff to support aquatic programs and special events.

Personnel Management

Oversees maintenance personnel including recruiting, hiring, training, disciplining and evaluating.

Assigns work, supervises, and trains full time, permanent part-time and seasonal maintenance employees involved in facilities maintenance.

Manage crew hours and staffing based on daily and annual needs of the park district

Conducts team training and performs demonstrations to ensure assigned tasks are completed safely and efficiently

Budgeting/Finance

Oversees costs and expenditures and receives approval on purchasing items based on purchasing policy

Creates the personnel budget for the staff under the Facility Trades Manager position

Assists in developing budget requirements for facility maintenance operations.

Responsible for assisting in the development, budgeting, and organization of a variety of maintenance programs, including special events.

Assists with capital planning, research and recommendation

Recommends equipment and supplies needed for budgeting purposes to Superintendent of Parks

Assists with the preparation of specifications for contract bids

Researches and recommends large equipment purchases.

Additional Functions

Attend board meetings and prepare reports as requested

Prepares schedules, routines, and special reports as directed

- Serves on assigned internal committees
- Assists in creating processes and procedures to standardize maintenance operations and create efficiencies
- On call nights and weekends, as needed
- Perform other duties and functions as requested

Risk Management

Fosters a working environment that promotes safe work habits and active participation in the agency's risk management program

Must use good safety awareness, judgment, and follow policies; report potentially unsafe conditions; watch out for others' safety, never hesitating to remind and/or help workmates concerning safety; use equipment following manufacturer safety instructions; and follow agency ergonomic policies and procedures.

- Conducts inspections of facilities
- Conducts safety training and audits of staff
- Participates in the district's Loss Control Review (Parks Area compliances)
- Participate in the development of departmental safety and emergency procedures
- Maintains a working knowledge of all general agency and department-specific safety rules
- Attends required safety program and in-service education meetings
- Corrects unsafe conditions and/or reports them to safety coordinator
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching
- Enforces safety disciplinary policies and procedures

Required:

- Must possess a thorough knowledge of facilities, maintenance systems, and equipment operations
- Must obtain a CPO certification within 12 months of the hire date.
- Ability to prioritize, plan and delegate tasks as well as manage others to accomplish their tasks
- Possession of a valid driver's license
- Proficient knowledge and experience in Microsoft Office applications

Recommended:

Six (6) years combined experience in a variety of construction or maintenance trades, such as carpentry, electrical, HVAC, plumbing, concrete, or building engineering with at least (2) years of supervisory experience.

- Certificate or degree from a college or a technical trade school
- Certification in Cardiopulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- Strong understanding of personnel management practices
- Excellent (oral and written) communication and organization skills
- A good level of financial management and budgetary techniques
- 10-hour OSHA Training Certification
- CPSI Certification

Knowledge, Skill and Work Experience

- Must possess efficient time management skills and the ability to coordinate and prioritize numerous job functions at one time, with a work assignment system that is easily followed and track.
- Ability to demonstrate consistent attendance and on-time arrival.
- Ability to follow instructions and respond to management direction

- Ability to exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Ability to promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Ability to listen and get clarification; and respond well to questions.
- Fosters teamwork within the Parks Department and in working with the Recreation Department.
- Promotes and supports work teams; puts success of team above own interests; and supports everyone's efforts to succeed.

Environmental Considerations

Required to work during all weather conditions, including cold and hot temperatures.

EOE

This job description is intended to be an illustrative, and not an exhaustive, listing of experiences, skills and duties of this position.

ESSENTIAL FUNCTIONS PERTAINING TO JOB

1. In an 8 hour work day employee may:

a. Stand/Walk	None	1-4 hours	4-6 hours	X 6-8 hours
b. Sit	None	1-3 hours	3-5 hours	X 5-8 hours
c. Drive	None	1-3 hours	3-5 hours	X 5-8 hours

2. Employee may use hand(s) for repetitive:

X Single Grasping X Fine Manipulation X Pushing & Pulling

3. Employee may use foot/feet for repetitive movement as in operating foot controls"

X yes no

4. Employee may: Not At All Occasionally Frequently

Bend

X

Twist

X

Squat

X

Climb

X

Reach

X

5. Employee will be required to perform the following work:

****If required, any lifting of 50 lbs. or more must be done with assistance**

___ Sedentary Work. Lifting 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one which

involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.

Light Work. Lifting 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be only a negligible amount, a job is in this category when it requires walking or standing to a significant degree or when it involves sitting most of the time with a degree of pushing and pulling of arm and/or leg controls.

Light Medium Work. Lifting 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 20 pounds.

Medium Work. Lifting 50 pounds maximum with frequent lifting and/or carrying of objects weighing up to 25 pounds.

X Light Heavy Work. Lifting 75 pounds maximum with frequent lifting and/or carrying of objects weighing up to 40 pounds.

Heavy Work. Lifting 100 pounds maximum with frequent lifting and/or carrying of objects weighing up to 50 pounds.

JOB CLASSIFICATION
Office/Clerical

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X Non-