



Maintenance Supervisor

Burbank Park District

Contact Name: Bill Olsen

Contact E-mail: bolsen@burbankparkdistrict.org

Contact Phone: 708-599-3873

Closing Date: 2026-09-14

Salary: \$55,000-\$70,000 DOQ

Description:

The Burbank Park District is seeking an experienced, motivated, and hands-on Maintenance Supervisor to oversee the maintenance, repair and operation of the Fusion Recplex, a 37,000 square-foot community and fitness center. This position is responsible for ensuring the facility remains safe, clean, attractive and fully operational for members, guests and staff

The ideal candidate is a hands-on leader with strong mechanical and troubleshooting skills, knowledge of commercial building systems, and the ability to effectively prioritize staff, projects and facility needs in a busy public recreation environment

Essential Duties & Responsibilities

Facility Maintenance & Operations

- Oversee daily maintenance and facility operations at the Fusion Recplex.
- Inspect the building, grounds, equipment, and mechanical systems and identify needed repairs or improvements.
- Maintain and troubleshoot HVAC, plumbing, electrical, lighting, mechanical, and other building systems.
- Develop, maintain, and document preventative maintenance schedules.
- Perform or coordinate general building repairs, including carpentry, painting, drywall, flooring, doors, locks, ceilings, fixtures, and minor remodeling.
- Maintain boilers, water heaters, pumps, generators, compressors, and other facility equipment.
- Coordinate maintenance of commercial fitness equipment with appropriate service providers.
- Oversee exterior maintenance, including sidewalks, parking areas, landscaping, and snow and ice removal.
- Coordinate seasonal maintenance, emergency repairs, and facility improvement projects.
- Ensure life-safety and other critical building systems remain operational.
- Support facility programs, rentals, special events, and other Park District operations as needed.

Staff Supervision

- Supervise, schedule, and assign work to maintenance personnel.
- Prioritize daily work orders, preventative maintenance, projects, and facility needs.

- Train staff in proper maintenance procedures, equipment operation, and workplace safety.
- Monitor employee performance and provide direction and feedback.
- Assist with hiring, onboarding, and training maintenance employees.
- Promote a professional, responsive, and customer-service-oriented maintenance operation.

Contractors, Purchasing & Inventory

- Obtain quotes and coordinate outside contractors for repairs, maintenance, and improvement projects.
- Monitor contractor work and maintain relationships with vendors and suppliers.
- Order and maintain appropriate inventories of maintenance supplies, tools, equipment, and repair parts.
- Track warranties, service records, and equipment maintenance histories.
- Monitor maintenance expenditures and purchasing within approved budgets.
- Assist management with planning and budgeting for capital improvement and equipment replacement projects.

Safety, Compliance & Documentation

- Maintain compliance with applicable OSHA requirements and local building, fire, health, and safety codes.
- Conduct routine facility and safety inspections and address identified concerns.
- Maintain SDS documentation, inspection records, maintenance logs, and other required records.
- Maintain preventative maintenance and work-order systems.
- Prepare maintenance and project reports as requested.
- Follow Park District safety policies and help maintain a safe environment for employees and the public.

QUALIFICATION:

- Trade school or technical certification
- Certified Pool Operator (CPO) certification or ability to obtain within 6 months of hire date
- HVAC certifications
- Electrical, plumbing, or mechanical certifications
- CPR/AED /First Aid certifications (or ability to obtain)
- Experience working in municipal, park district, recreation, fitness or public facilities

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent troubleshooting and problem-solving skills
- Strong leadership abilities
- Ability to prioritize multiple projects
- Ability to read blueprints and equipment manuals
- Computer proficiency including Microsoft Office and computerized maintenance management systems (CMMS)
- Ability to work independently with minimal supervision

PHYSICAL REQUIREMENTS:

- Ability to lift or move up to 75lbs with or without reasonable accommodations

- Climb ladders and work at heights
- Stand, walk, kneel, crouch and bend for extended periods
- Work indoors and outdoors in varying weather conditions
- Respond to emergencies outside normal working hours when necessary

WORK SCHEDULE:

This position may require you to work in excess of 40 hours per week with some nights and weekends. Schedule can be flexible with expectations to be on call if weather dictates situation for ie: snow storms.

COMPENSATION:

Salary range: \$55,000-\$70,000 depending on qualifications and experience

Excellent benefits package will include:

- Illinois Municipal Retirement Fund (IMRF)
- Health, dental and vision insurance
- Paid vacation, holidays and sick leave
- Life insurance
- Professional Development Opportunities
- Compensatory time paid out at the end of the year.

WHY JOIN THE BURBANK PARK DISTRICT?

The Fusion Recplex serves thousands of residents each year through fitness, recreation, wellness and community programming. As the Maintenance Supervisor, you will play a vital role in ensuring our facility remains safe, welcoming and operating at the highest level for the community we serve.