



Trades & Construction Supervisor

Gurnee Park District

Contact Name: Nicole May

Contact E-mail: nmay@gurneeparkdistrict.com

Contact Phone: 847-309-0114

Closing Date:

Salary: \$70,000-\$75,000

Description:

Under the direction of the Director of Parks and Planning, the Trades & Construction Supervisor is responsible for managing all construction and preventative maintenance projects throughout the district. This includes the repair, remodeling, and alterations of District facilities, mechanical systems, site amenities, and the construction and maintenance of District infrastructure such as playgrounds, drainage systems, and trail systems. The role also involves ensuring compliance with local, state, and federal laws and accreditation standards. The supervisor oversees all Trades and Construction team members. Apply online on our website!

ESSENTIAL DUTIES AND RESPONSIBILITIES

Trades & Construction Functions

1. Manage all construction projects and preventative maintenance programs for each of the district's facilities, playgrounds and site amenities.
2. Managing all Trades and Construction staff including scheduling, training and overseeing day to day staff operations to ensure all projects/programs are done efficiently and safely while remaining within allotted budget allocations.
3. Assist in development and manage the implementation of the Master Plan District-Wide Improvements, including but not limited to the Capital Asset Replacement/Maintenance Schedule, Paving and Lighting Maintenance Plan, Sport Court Maintenance Plan, Playground Audit Recommendations, ADA Compliance Recommendations and Transition Plan, and other pertinent plans and recommendations.
4. Assist with the development and implementation of the park district Capital Improvement Plan.
5. Review and prepare project costs for annual budget and capital projects.
6. Assist with the coordination and design of park and recreation facility construction and improvement projects.
7. Participate in the Capital Improvement Plan development and building improvements with other departments.
8. Assist with project management of capital improvement projects to ensure specification compliance and satisfactory completion of projects.
9. Interface with consultants and staff to prepare bid specifications, drawings, and estimated cost of construction for comparison purchasing and contracting construction projects.

10. Prepare bid and quote documents, graphics, procedures, and summaries for selection of contractors for park improvement projects.
11. Prepare and maintain construction and building maintenance evaluations and reports as required.
12. Assist in the development and implementation of standards of maintenance for all District areas and facilities.
13. Serve as liaison to the Village of Gurnee's Community Development Department and Lake County's Planning, Building, & Development Department.
14. Procure all necessary permits that pertain to construction and maintenance projects for all District areas and facilities.
15. Perform construction/maintenance/trade duties as necessary.
16. Makes recommendations and works to ensure that the Park District complies with all ADA guidelines for registration, programs and facilities.
17. Performs all other duties as assigned.

General Functions

1. Effectively recruits, hires, trains, utilizes and recognizes assigned full-time, part-time and seasonal team member positions.
2. Conducts performance appraisals and assists with disciplinary actions for assigned full-time, part-time and seasonal team member positions.
3. Plan, schedule, supervise and follow-up daily with park district and non-district personnel involved in park maintenance operations to assure proper completion of each task.
4. Perform administrative tasks related to payroll, purchase orders and vendor payments, project and property file management, etc.
5. Prepares and/or directs the preparation of board summaries, monthly reports, and periodic and special reports.
6. Assist with the coordination of annual departmental goals and objectives and monitor as assigned. Represents the District on various community-wide committees, public meetings and other functions as requested by the Director of Parks and Planning.
7. Maintain positive and effective working relationships with other supervisors and subordinate employees.
8. Work harmoniously with fellow employees, patrons, community groups and other units of local government.
9. Communicate effectively with fellow staff and the public both orally and in writing and have the capacity to be self-motivated and achieve goals with minimal supervision or direction.
10. Attends professional conferences and workshops; attends meetings and participates in IPRA, IAPD and local community agencies, associations and organizations.
11. Develop, maintain, and/or engage with community agencies and groups whose purpose will be of benefit to the park district operation or improve the community.

ADDITIONAL DUTIES AND RESPONSIBILITIES

1. A thorough knowledge of the theory and philosophy of Park Management and the ability to interpret this philosophy to others is required. A sound background in financial management and budgetary techniques as well as knowledge of personnel management principles and practices is mandatory.
2. The Trades and Construction Supervisor should possess good knowledge of the principles, practices and objectives of park and recreation administration and strong knowledge of pertinent safety precautions.
3. Good knowledge of DOL, OSHA, IDPH and Local Health Department regulations.
4. Excellent verbal and written skills are necessary.
5. Must possess the ability to prepare and administer a budget and develop financial controls.

6. Must understand and use current computer operating systems and job-related software applications.
7. Work weekends and holidays as assigned.
8. Coordinate and work on emergency repair calls as necessary (evenings, weekends, holidays).
9. Safely operate vehicles and equipment necessary to perform job assignments.
10. Certified Park and Recreation Professional (CPRP) accreditation preferred.
11. Ability to develop, plan and coordinate a diverse selection of staff development and training programs and to conduct training needs assessments and training evaluations.

GENERAL STATEMENT OF POLICIES, SAFETY, ETC.

All Gurnee Park District staff are expected to comply with the policies and procedures set forth by the Gurnee Park District Board of Commissioners. This includes adhering to the Personnel Policy Manual, Safety Manual, Departmental Manual, and any other guidelines provided by supervisors. Staff actions should prioritize safety, respect for fellow staff and customers, and adherence to supervisor direction. Employees are also expected to understand and apply the SOFIE Customer Service Values as a guide for successful work behavior.

Qualifications

- **Experience/Education** – A BA/BS in Parks and Recreation Management, Construction Management, Training and Organizational Development, or a related field from an accredited college or university is preferred but not required. At least five years of supervisory experience in public park management or construction management is desired.
- **Skills** – Must be capable of planning and organizing a district-wide construction and maintenance program, including managing staff, operations, buildings, and grounds. Strong written and verbal communication skills are essential. The ability to maintain positive and effective relationships with staff, cooperating agencies, vendors, and customers is required.
- **Competencies** – Requires knowledge of recreation construction, trades, preventative maintenance, and management principles, with the ability to train others. Experience in financial management and budgetary techniques, as well as personnel management principles, is necessary. Must be knowledgeable of safety regulations, including those of the District, Park District Risk Management Agency, OSHA, IDOL, and other governing bodies.
- **Certifications** – Must have a valid driver's license. First aid, CPR and AED certification is required within 90 days of hire and must be maintained. Required to become a Certified Playground Safety Inspector within 12 months of employment. Certified Pool Operator or become certified within 6 months of employment.

We believe in taking care of our team and supporting our members both professionally and personally. As a valued addition to our team, you'll enjoy a comprehensive benefits package dependent on your role. Check out our offerings here.

Apply on our website!