



Facilities Maintenance Manager

Lake Bluff Park District

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Closing Date:

Salary: \$65,000-\$75,000

Description:

LAKE BLUFF PARK DISTRICT

Job Title | Facilities Maintenance Manager

Department | Parks and Facility Maintenance

Reports To | Superintendent of Parks and Facilities

Status | Full Time, Non-Exempt

HOURS

The employee shall be considered to be on duty whenever a need exists for their services.

Scheduled hours are Monday-Friday from 6AM to 2:30PM. It may be necessary for this position to work weekends, holidays, and/or overtime during various times of the year and/or season. (i.e.: snow removal season and for special events)

Essential Functions

The Facility Maintenance 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. 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.

ESSENTIAL DUTIES

- Leads the preventative maintenance operations on buildings and facilities, equipment, and related tools on a scheduled basis.
- Manages and leads maintenance operations of pool and other facilities.
- Inspects and maintains Park District playgrounds
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Leads, performs, and trains staff on maintenance operations to include electrical, plumbing, HVAC, and carpentry.
- 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 internal or contracted work and management of projects at discretion of Superintendent of Parks and Facilities.
- Leads snow removal operations
- 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
- Attends and participates in staff meetings
- Develops and maintains working relationships with all park district departments
- 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 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 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
- Assists in developing budget requirements for facility maintenance operations.
- Assists with capital planning, research and recommendation
- Recommends equipment and supplies needed for budgeting purposes to Superintendent of Parks and Facilities
- Assists with the preparation of specifications for contract bids

Additional Functions

- Prepares schedules, routines, and special reports as directed
- 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 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 Superintendent of Parks and Facilities
- 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

SKILLS/QUALIFICATIONS

- High school diploma or equivalent, with five (5) years' experience in related field of facility maintenance and pool or any equivalent combination of education, experience which provides the required knowledge, skills and abilities
- 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

Environmental Considerations

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

EOE/M/F/D/V/SO

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

PHYSICAL DEMANDS

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| Lifting: | must be able to lift up to 50 lbs. |
| Sitting: | while working on riding equipment |
| Carrying: | materials to/from truck |
| Pulling: | grates, drills, and wheelbarrows |

Standing:	loading/unloading materials
Stooping:	to pick up materials from ground
Reaching:	when gathering materials
Grasping:	to handle tools
Fingering:	to operate machinery
Balancing:	while reaching to extreme distances
Seeing:	to operate equipment safely
Talking:	to communicate with co-workers
Hearing:	to communicate with co-workers
Handling:	when transporting materials