



Parks Supervisor

Elmhurst Park District

Contact Name: Daniel Payne
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Closing Date:
Salary: \$62,500/Year

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/320?source=aWQ9MjQ%3D>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun. Our vision is to become a national leader in providing parks and recreation experiences to our community. We are looking for people to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging!

We have an exciting **full-time** job opportunity as **Parks Supervisor**. As Parks Supervisor, you'll lead a team of 5 full-time employees and up to 12 part-time and seasonal employees who maintain our athletic fields, collect trash, and clear snow. This role splits your time between hands-on work in the field and administrative work, so you'll both lead the crew and work alongside them.

WHAT YOU'LL DO: You will coordinate, direct, and perform maintenance, repairs, and essential operations of the Parks Department. Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate full-time and seasonal staff.
- Provide technical resources and coaching to staff and ensure that employees are provided necessary training in usage of tools, equipment, machinery and personal protective equipment
- Procure supplies for park operations
- Assist in coordination of annual special events
- Facilitate operations of the Athletic Field Advisory Committee (act as District liaison with members, host meetings, resolve field issues, etc.)
- Manage the Park Ambassador Program, which provides evening and weekend park patrols
- Oversee and perform grounds maintenance, repairs and preventative maintenance for Parks
- Co-manage the coordination of snow and ice removal for District
- Complete required inspections (goals, turf, courts, etc.)
- Assist in the coordination, planning, design, layout and construction of new and renovated parks
- Coordinate the repair, reconditioning, and upkeep of parks, small equipment and rolling stock
- Coordinate, manage, and perform daily and seasonal irrigation system maintenance
- Coordinate, manage and perform ballfield renovations
- Coordinate contractual services as assigned

- Assist in the coordination of daily and long-term athletic field maintenance

WHAT YOU'LL BRING:

- Associate's degree or equivalent with 4 years' experience in grounds maintenance and 2 years supervisory experience
- A State of Illinois Pesticide Operator's License and Class "C" driver's license are required within 6 months of hire.
- Knowledge of variety of products, equipment and materials used in grounds maintenance
- Understanding of tree and shrub care, mowing, turf maintenance, drainage, small equipment repair, and athletic field maintenance
- Knowledge of occupational hazards and safety requirements of structures and components
- Familiarity with repair procedures of small equipment
- Proficiency in computer word - processing and spreadsheet applications
- Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

- Monday through Friday from 6:30am-3:00pm with additional hours for snow removal and special events.

WHAT YOU'LL GET:

- For internal equity and budgetary considerations, the anticipated starting pay for this exempt role is set at \$62,500/year.
- This position is classified under Pay Grade 5, with a salary range of \$58,656 - \$82,123.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)