Buildings & Grounds Supervisor

Bensenville Park District

Contact Name: Luis Aguinaga
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Contact Phone: 630-766-7015
Closing Date:
Salary: 60,000 - $75,000

Description:
DESCRIPTION
The Buildings and Grounds Supervisor is responsible for the supervision of field crews and the day-to-day operations of parks, pools, athletic fields, and related public grounds. The Supervisor is also responsible for the construction, maintenance, and repair of park facilities, playgrounds, ball fields or other sports fields and landscape areas. The Buildings & Grounds Supervisor reports to the Superintendent of Buildings & Grounds.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Day to day supervision of buildings and grounds personnel in the Parks Department.
- Manages support for activities and special events as requested by other departments.
- Develop and maintains appropriate maintenance operations procedures in accordance with district policy.
- Plan and coordinate parks repair, construction, and maintenance projects.
- Estimate and purchase materials and supplies as needed.
- Responsible for weekly reports of completed tasks.
- Scheduling and record keeping as they pertain to specific job requirements.
- Thorough knowledge in plumbing, electrical, HVAC, carpentry, painting, and athletic fields.
- Water Park Maintenance as it pertains to repair, water balance, inspections, etc.
- Snowplow management district wide.
- Set ups and take down of furniture and appliances as building room rentals dictate.
- Maintain accurate payroll and personnel records.
- Responds to emergency and alarm calls as needed.
- Ability to multitask, organize, and maintain attention to detail. Ability to prioritize and handle a variety of different tasks at the same time.
- Conduct regular inspections ensuring the upkeep and safety of buildings, grounds, pools, trails, playgrounds, and other park infrastructure.
- It may be necessary for this position to work weekends and/or evenings subject to special needs, meetings, scheduled events and/or other activities.
- Other duties as assigned by superintendent.

QUALIFICATIONS

- Must have a valid Illinois driver's license.
- Must have a high school diploma or GED.
- Must have a valid Illinois Pesticide Applicators License or obtain within 6 months.
- Must have a Certified Pool Operators License or obtain within 3 months.
- Must have at least 3 years' experience in the field of Buildings and Grounds Maintenance.
- Must have experience in the Pool industry as related to water chemistry, maintenance, and starting/winterization procedures.
- Knowledge in the trades, including plumbing, electrical, HVAC, carpentry, and painting.
- Proficiency in athletic field maintenance is required.

JOB STATUS Full Time
DEPARTMENT Buildings & Grounds
FSLA STATUS Exempt
SALARY $60,000 - $75,000
HOURS 40 hours per week (5:00 a.m. – 2:00 p.m.) Evenings and Weekends as needed.

HOW TO APPLY

Qualified applicants should submit a resume and with at least three letters of reference to: Evelyn Struck, Superintendent of Finance & HR, Bensenville Park District. Position is open until filled. No phone calls please. Apply online @ https://www.bvilleparks.org/joinourteam