Building & Grounds Manager

Dolton Park District

Contact Name: Lonette Hall
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Closing Date: 2027-01-01
Salary: 50,000 - 55,000

Description:
Job Summary:
The Building and Grounds Manager is responsible for the planning, supervision, and daily operations of all custodial, maintenance, fleet and facility services within the Park District. This position oversees custodial staff, maintenance personnel, risk management programs, OSHA compliance, playground safety inspections, parks and facility upkeep, and the probation/community service program. The Manager ensures that all park district buildings, grounds, and amenities are clean, safe, well-maintained, and compliant with applicable codes and standards.

Duties/ Responsibilities:
Directly supervise custodians, maintenance staff, seasonal workers, and fleet management, community service/probation workers.
Develop and implement maintenance schedules for parks, playgrounds, athletic fields, trails, buildings, and facilities.
Manage custodial operations including cleaning standards, staffing schedules, and supply inventory.
Coordinate repairs, preventative maintenance, and capital improvement projects for buildings and grounds.
Oversee OSHA compliance, workplace safety programs, and staff safety training.
Administer the District's risk management policies and procedures, reporting and tracking incidents, and ensuring compliance with insurance and safety requirements.
Conduct and document playground safety inspections in accordance with national standards.
Maintain accurate records of maintenance, inspections, work orders, and risk management documentation.
Prepare and monitor annual budgets for building and grounds operations; recommend capital improvement needs.
Obtain quotes and coordinate with vendors, contractors, and service providers as needed.
Participate in snow removal, storm clean-up, and emergency response when necessary.
Serve as liaison between administration and staff for facilities and grounds-related needs.
Actively engage in continuing education, professional associations, and certifications (e.g., CPRP/CPRE or equivalent) to remain current with best practices, industry standards, and legislative changes impacting Illinois park districts. Performs other related duties to meet the district's Mission and Vision.

Minimum Requirements:
Bachelor’s degree in Parks and Recreation, Facility Management, Construction Management, or related field preferred. Equivalent work experience may be considered.
Minimum of 5 years of experience in building and grounds maintenance, with at least 3 years in a supervisory role.
Certified Playground Safety Inspector (CPSI) certification preferred or ability to obtain within 12 months of hire.
OSHA safety training and/or risk management certifications preferred.
Strong knowledge of building systems, grounds maintenance, fleet maintenance, custodial standards, and park facility operations.
Familiarity with OSHA standards, risk management practices, and playground safety regulations.
Ability to read and interpret blueprints, manuals, and technical documents.
Effective leadership, supervisory, and team-building skills.
Strong organizational and record-keeping abilities.
Ability to work independently and manage multiple projects simultaneously.
Effective communication and interpersonal skills when working with staff, contractors, and the public.
Proficiency in Microsoft Office Suite, work order systems, and other facility management software.

What We Offer

- Competitive salary
- health, dental, and vision insurance benefits
- IMRF Pension
- Paid vacation, sick leave, and holiday benefits
- Professional development and continuing education opportunities
- Opportunities to lead meaningful projects that directly benefit the community
- A rewarding career in parks and recreation

Application taken via Park District website: www.doltonparkdistrict.org.