Parks & Building Manager

Hanover Park Park District

Contact Name: Nicole Powell
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Closing Date:
Salary: $65,000—$80,000

Description:
At Hanover Park Park District, great parks and facilities are the foundation of a great community experience. We're looking for an experienced, service-minded Parks & Buildings Manager who takes pride in leading a team that keeps our parks, playgrounds, athletic fields, buildings, and pool clean, safe, welcoming, and ready for the community. You'll lead our Parks Department and Buildings Department, supervise a dedicated team, and ensure our outdoor spaces and facilities are well maintained, safe, and operational for patrons, programs, rentals, and special events.

Why You'll Love This Role

- You'll have a direct impact on the experience of everyone who visits our parks and facilities.
- You'll enjoy a mix of leadership, hands-on problem-solving, project coordination, and working with a collaborative team.
- You'll oversee everything from playgrounds and athletic fields to building systems and the pool and splashpad, supporting the programs and events that bring our community together.

Compensation & Perks
$65,000–$80,000 per year, depending on qualifications and experience.
This is a full-time, benefits-eligible position with a comprehensive benefits package that includes:

- Medical, dental, and vision insurance
- IMRF pension
- 457(b) retirement savings option
- Life insurance
- Generous paid time off
- District program and rental discounts
- Additional employee benefits and wellness resources

Schedule & Hours
This exempt position reports to the Superintendent of Parks & Planning. Schedule flexibility is required to support District operations, programs, rentals, and events. Hours may include early mornings, evenings, weekends, holidays, and adjusted schedules based on operational needs, as well as snow and ice operations, emergency response, and the on-call rotation.

What You'll Do

- Recruit, hire, supervise, train, evaluate, and direct Parks Department and Buildings Department employees, including full-time, part-time, and seasonal staff.
- Plan, assign, and monitor the maintenance and improvement of District parks, athletic fields, playgrounds, trails, natural areas, and public spaces, including turf care, landscaping, and forestry.
- Manage the District's playground inspection program, including inspections, records, corrective action, and repair projects.
- Oversee building maintenance, building systems, preventative maintenance programs, and repair and improvement projects to keep District buildings clean, safe, and operational.
- Oversee start-up, shutdown, and day-to-day mechanical operations of the pool and splashpad.
- Coordinate contractors and vendors, and manage maintenance requests through the District's work order system.
- Plan and coordinate snow and ice removal, special events, and emergency response.
- Maintain a proactive safety culture and ensure compliance with District, OSHA, and PDRMA requirements.
- Assist the Superintendent of Parks & Planning with budget preparation and tracking, purchasing recommendations, and operational planning.

What We're Looking For

We're looking for someone who is dependable, collaborative, accountable, and takes pride in leading a team and providing a great park and facility experience.

- High school diploma or equivalent; Bachelor's degree in Parks and Recreation, Facility Management, Turf Management, Construction Management, or a related field preferred
- Three to five years of progressively responsible experience in parks maintenance, building or facility operations, or related work, including two to three years in a supervisory, lead worker, or project leadership role
- Working knowledge of building systems, including HVAC, electrical, plumbing, and pool maintenance and repair
- Illinois Pesticide Applicator license; Certified Pool Operator (CPO) certification preferred
- Strong leadership, organizational, and communication skills
- Ability to perform the physical requirements of the position, including prolonged standing and walking, bending, kneeling, climbing, and lifting, carrying, or moving materials and equipment weighing up to 30 pounds independently
- Ability to work a flexible schedule, including early mornings, evenings, weekends, holidays, and non-standard hours as operational needs require
- Valid Illinois Class D driver's license
- Must be at least 21 years old
- CPR/AED, First Aid, OSHA 10-Hour, and playground inspection certifications, or ability to obtain them within the timeframe established by the District

Why Hanover Park Park District

At Hanover Park Park District, we believe great parks and recreation experiences start with great people. Our employees help create welcoming spaces where individuals and families can stay active, build connections, learn new skills, and enjoy their community

We value employees who are dependable, service-minded, collaborative, and committed to making a positive difference. In return, we provide meaningful work, opportunities to grow, and the chance to be part of an organization that serves the community every day.

Apply today on Linkedin: https://www.linkedin.com/jobs/view/4494936325/

Apply today by emailing your resume to Human Resources: HR@hpparks.org

Hanover Park Park District is an Equal Opportunity Employer.