



Parks Manager

Bartlett Park District

Contact Name: Catalina Rodelo

Contact E-mail: crodelo@bartlettparks.org

Contact Phone:

Closing Date: 2024-04-19

Salary: \$57,000 - \$65,000

Description:

ABOUT US

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, banquet and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

JOB SUMMARY

Under the direction and supervision of the Superintendent of Parks & Planning, the Parks Manager is responsible for overseeing the management and maintenance at 44 parks, a 9-hole golf course, and fleet department. This position requires a blend of administrative, coordination, and managerial skills to ensure efficient operations and improvements within the Parks Department. This is an at-will position.

PRIMARY DUTIES

- Oversee the proper maintenance of the District's parks including but not limited to turf, athletic fields, playgrounds, and horticulture.
- Coordinate athletic field schedules with Recreation Department on a daily basis. Maintain a calendar of field needs for scheduled games, tournaments and other special events.
- Oversee the grounds operation of Apple Orchard Golf Course.
- Monitors maintenance of all district equipment and vehicles – assesses the need for outsourcing of district equipment and vehicle repair/maintenance as needed.
- Prepare administrative reports for the replacement of outdated equipment. Assist in the preparation of bid specifications for the purchase of equipment and services.
- Manage Natural Areas within the District, which includes wetlands, ponds, wooded areas, prairie/meadows, and trails.
- Oversee the proper maintenance all parking lots, drives, and asphalt trails for the Park District.
- Oversee the irrigation systems at Apple Orchard Golf Course, Bartlett Aquatic Center, Community Center landscape beds and Koehler Sports Fields, including coordinating startup and shut down (winterization) of all systems.

- Oversee the inspections, maintenance, and repairs of all the District's basketball, tennis courts, skate parks, park grounds, athletic fields and other areas assigned.
- Work with outside contractors for services such as asphalt repairs, tree removal projects, and other contracted services for the parks department.
- Remove snow from parking lots, sidewalks, and throughout the park district, as needed.
- Prepare Request for Proposals (RFP) for the Park District as needed and required.
- Responsible for Special Projects as assigned.
- Directly supervise full-time employees of the Parks Department.
- Assist in hiring and terminations, create work schedules, assign duties, troubleshoot day-to-day problems, discipline, evaluate, and train staff.
- Review and approve employee timecards.
- Maintain inter-departmental communication through verbal and written communication.
- Assist in the preparation and administration of the annual Parks Department budget and the District's 5-year capital improvement plan.
- Perform other duties as assigned.

QUALIFICATIONS

- Associate's Degree in Parks, Horticulture, Turf Management or related field is preferred
- Minimum of five (5) years experience in park operations, including the maintenance of turf, landscapes, maintenance equipment and park amenities, or equivalent combination of education, experience and training
- Must obtain Certified Playground Safety Inspector Certification within one-year of the date of hire
- Good communication skills and experience in directing maintenance crews is a must
- Must possess and maintain a valid Driver's License and be able to provide own transportation

SCHEDULE & PAY

This is a Full-Time, FLSA Exempt, at-will position. Hours are Monday-Friday, 7:00AM – 3:30PM (40 hours per week with nights and weekends as needed, including on-call schedule). Salary Range is \$57,000 - \$65,000 DOQ.

BENEFITS OFFERED

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

Interested applicants please apply via the Park District website Employment - Bartlett Park District (bartlettparks.org). **Please include your Resume and Cover Letter.**

Deadline to apply is April 19, 2024. Bartlett Park District is an Equal Opportunity Employer.