



## Director of Parks Plainfield Park District

**Contact Name:** Linda Shredl

**Contact E-mail:** shredl@plfdparks.org

**Contact Phone:**

**Closing Date:**

**Salary:** \$80,000- \$100,000. Depending on Qualifications

### **Description:**

The position comes with an extremely favorable employee benefits package:

100% Employer Paid HMO BCBS Health Insurance OR Low cost PPO BCBS

100% Employer Paid Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- up to \$425 yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund.

The starting pay rate is \$80,000- \$100,000. Depending on Qualifications

### **GENERAL PURPOSE:**

Manages the Parks and Maintenance Operations for the Plainfield Township Park District. Oversees the maintenance of the Park District's parks, playgrounds, athletic fields, facilities, and equipment.

This individual is responsible for identifying and implementing strategic methods of operation which will improve processes leading to the success of the organization. As a key member of the senior leadership team, this individual will serve as an important contributor to the strategic direction of the Park District.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Represents Parks and Maintenance and actively participates as a member of the District's leadership team.
- Manages Parks budget inclusive of annual forecasting, actuals and monitoring to ensure strict adherence according to board approved plans.
- Accountable for the establishment and evaluation of departmental strategies and goals. Ensures that departmental goals and objectives are in alignment with District wide goals and objectives
- Plans, organizes, directs and controls activities of the Parks Department; providing leadership to reporting managers ensuring overall objectives are met on a consistent basis.
- Reviews, approves, plans for projects according to the Master Plan strategy involving output, budget, labor and materials efficiencies, operational effectiveness, customer/patron service and human utilization.
- Accountable for long term maintenance planning/preventive maintenance programs

- Responsible for managing the overall success of: maintenance scheduling and completion of priority projects; park facility maintenance and inspections, the playground and park safety program, special events/activities.
- Maintains strategic working relationship with local and county police departments; ensuring coordination of patrol services and support for all parks locations.
- Provides leadership and direction to parks and maintenance department staff and manages work flow of department.
- Responsible for the management of employees including hiring, promotion, disciplinary action and termination.
- Manages the purchasing of departmental supplies, services and equipment in accordance with District purchasing policy.
- Works in coordination with all internal departments to reach overall strategic objectives of the District.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Performs any additional related tasks as required.
- Collaborates with internal and external customers in a positive manner.

## **REQUIREMENTS**

- 7 years progressively responsible experience in parks/recreation maintenance and/or operations management.
- Bachelor's degree in park and recreation administration, park management, landscape architecture, forestry, building management, turf management, horticulture, or related field, or 10 years relevant work experience.
- 5+ years management experience
- Valid driver's license required
- Solid understanding of modern management/leadership practices relating to the parks, recreation and leisure field, and the philosophy and principles of public parks and recreation services
- Certified Park and Recreation Professional (CPRP) required; or ability to acquire within 1 year of hire.
- Certified Playground Safety Inspector (CPSI) required; or ability to acquire within 1 year of hire.
- Illinois Pesticide Applicators License required, or ability to acquire within six months of hire.
- Ability to develop and maintain working relationships with agencies, business and community as a representative of the park district.
- Experience in managing departmental budgets
- Strong analytical and problem-solving skills
- Solid decision-making ability
- Must have strong verbal and written communication and presentation skills
- Strong organizational and project management experience

Plainfield park District is an Equal Opportunity Employer