

Department: Maintenance
Reports To: Executive Director
Classification: Full Time, Exempt

Summary

The Facilities Supervisor is directly responsible to and under the direct supervision of the Superintendent of Parks & Facilities/Executive Director and has direct oversight of the overall maintenance operations of The REC and Spring Lake Pool and Splashpad.

Qualifications

- Candidate must possess a valid Illinois driver's license.
- Must be able to pass pre-employment physical exam and drug screening.
- Candidate must be able to demonstrate proficiency in using Microsoft Office products.
- Academic studies in management, maintenance, or a related field preferred.
- Experience in a leadership capacity preferred.
- Certified Pool Operator (CPO) credentials preferred.
- Electrical and plumbing knowledge preferred.
- Mechanically inclined with attention to detail and organized

Essential Functions at The REC

- Clean, inspect and maintain the buildings, structures, and equipment for safety and condition.
- Perform routine cleaning throughout the facility as well as carry out heavy cleaning tasks and special procedures as needed.
- Oversee the functions of Park District Aquatics drain system, water system, mechanical room with such tasks as water chemistry, backwashing, chemical balancing, super chlorinating, deep cleaning, etc.
- Assist facility support staff as needed.
- Turf/Athletic field cleaning, maintenance/repair as needed.
- Maintain inventory of all maintenance products and re-orders as needed (HVAC filters, drinkers, etc)
- Carry out assigned duties individually or cooperatively with administration, recreation or maintenance staff including special events and rentals.
- Coordinate the performance of facility and grounds development, maintenance, repairs and inspections as needed. Oil fitness equipment and monitor preventative maintenance of equipment, reset cardio equipment, maintain water rower, maintain/clean ride on floor scrubber, sweeper, pool vac, etc
- Coordinate the performance of minor electrical, plumbing, carpentry repairs and painting as necessary.
- Operate/maintain small power hand tools, floor scrubbers, sweepers, turf brush as required.
- Assist in cost effective operations and maintenance procedures.
- Create an environment for success.
- Work with other departments as needed in areas of mutual concern (fiscal budget, routines maintenance, equipment needs, scheduling, etc.)
- Maintain records, files, and written materials such as instruction/task.
- Confers with and counsels staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, the impact of problems and formulate solutions.
- Assist with the preparation of the department's annual budget; works to stay within budget on a regular basis.
- Maintenance, stocking, purchasing, etc of all District vending
- REC admin duties for morning shifts

Marginal Functions

- Performs other duties as assigned by Executive Director.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Safety

- All Employees will be responsible for implementing the policies and procedures that pertain to safety and health.
- Responsible to follow and comply with OSHA and District safety policies as presented in the Personal Policy Manual. Uphold the District commitment to safety by attending scheduled safety programs/seminars and promptly reporting accidents and hazardous conditions to Executive Director.
- Follow and promote procedures designed for safety and risk management. Identify unsafe conditions and procedures; take corrective action; bring to the attention of the Executive Director

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be in good physical health.
- Employee may use hand(s) for repetitive movements.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.
- Employee may come into contact with various chemicals, fertilizers, or pesticides during work duties.

Environmental Considerations

- May be exposed to all kinds of weather conditions.
- May be exposed to possible allergens, such as dust, plant pollen, etc.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must be able to follow directions from and work with supervisors, and co-workers.
- Possess strong leadership skills; an established philosophy towards the guidance and development of staff; ambition to enhance; creativity to challenge themselves and their teammates; open-mindedness; ability to embrace change; trustworthiness; familiarity in programming areas and equipment associated with the position; alignment with mission, vision and values of the District.

Hours & Wage Range

The position of Facilities Supervisor is a full-time position and shall be paid every two weeks at an agreed salary with benefits. This position is classified as an exempt employee status and will work a minimum of 40 hours per week. However, as a professional employee in the park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected. Typical hours will be Monday – Friday 5:30 am-2:00 pm

To Apply

Please send resume to: JOhlinger@RochelleParkDistrict.org

Flagg-Rochelle Community Park District

Attn: Executive Director, Jackee Ohlinger

802 Jones Road

Rochelle, IL 61068

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.

Phone: (815) 562-7813

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