

Park Maintenance Coordinator

Job Description

The Park Maintenance Coordinator is responsible for assisting in the development, maintenance and upkeep of the Park District's parks. The Park Maintenance Coordinator is a fulltime employee, who works under the supervision of the Superintendent of Parks. This person must have the working ability to perform manual tasks involving physical strength under variable weather conditions. The ideal candidate will be self-motivated, resourceful, and reliable with a strong sense of responsibility and initiative to achieve safe, clean and well-maintained parks and facilities.

Qualifications

- Must possess a valid Illinois driver's license
- Have a minimum of 2 years of supervisory experience. This position requires the ability to effectively lead and motivate a diverse team of individuals, fostering a collaborative and inclusive work environment where all employees, feel valued, respected, and empowered to contribute their unique skills and perspectives. The successful candidate will possess strong interpersonal skills, a commitment to equity and inclusion, and the ability to adapt their leadership style to effectively communicate and collaborate with employees.
- This role requires a highly self-motivated individual with a strong work ethic and the ability to thrive in a fast-paced environment with minimal supervision. The ideal candidate will possess a proactive mindset, a strong sense of ownership over their work, and the ability to prioritize tasks effectively and efficiently. They should be driven to exceed expectations, consistently seek new challenges, and demonstrate a commitment to continuous learning and professional development
- Strong sense of safety with effective communication skills (verbal and written), and the desire to provide quality customer service is essential
- Must be in good physical condition to perform manual labor and be able to stand or walk for extended periods with ability to reach, twist, bend, stoop and lift up to 50 pounds regularly.
- Seek to establish cooperative working relationships with co-workers and the community.

Special Requirements

Must be willing to work occasional weekends, holidays and irregular hours when necessary and have or obtain within 90 days of hire: Commercial Pesticide Application Certification, and any other certification as requested, which are needed for parks operations.

Essential Functions

- Supervise full-time, seasonal and part-time employees; Ability to plan, direct and schedule personnel
- Have mechanical knowledge to help maintain the park district's tractors, mowers, truck and smaller equipment. Helps to prepare and maintain a preventative maintenance program for all facilities and grounds. Ability to prepare and maintain necessary reports and records
- Have knowledge of park facilities, construction, building and grounds maintenance, equipment, materials, tools. Must be capable and willing to perform all types and levels of park maintenance jobs and responsibilities at any time that they are necessary.
- Conduct periodic inspections of parks, playgrounds, fields and grounds to provide a safe environment for the general public, fellow employees and report unsafe activity and unsafe conditions to the Superintendent of Parks or the Executive Director.
- Ability to work tactfully with the general public, subordinates and other staff

The statement of tasks should be not be interpreted to describe all of the duties an employee may be required to perform.

Benefits

- Health Insurance Including: Medical & Dental
- Employer Paid Life Insurance
- IMRF Pension & Additional Voluntary Annual Contribution Plan
- Paid Time Off (Vacation, Sick, Holidays & Floating Holidays)

Salary

- \$43,000 - \$48,000 Depending on Qualifications