Job Opportunity

The Alsip Park District is seeking qualified individuals to apply for the Superintendent of Parks. This is a full-time position.

Job Title:	Superintendent of Parks
Agency:	Alsip Park District
Website:	www.alsipparks.org
Starting Salary:	$80,000-$95,000/annually plus benefit package including medical, dental, vision, EAP, IMRF, life insurance, vacation time, personal and sick time and park district facility discounts and usage benefits
Deadline:	Open Until Filled

- **Qualifications:** Bachelor's degree in Parks and Recreation Administration, forestry, landscape architecture, horticulture or related field with a minimum of five years supervisory experience in a park/facility maintenance field; Possess a strong knowledge of project planning and construction methodology, Construction Management or Project Management degree or experience preferred; Planning experience with knowledge of parks maintenance principles (ie. Turf maintenance, athletic field maintenance, forestry, snow removal, horticulture, building systems, vehicle and machine repair); Experience with practical and technical aspects of grounds and building maintenance including electrical, plumbing, HVAC, and carpentry. Ability to demonstrate expertise of playground safety guidelines, ADA guidelines and implementing plans for maintenance, repairs and capital projects; Illinois Operators' Pesticide License or ability to obtain within 12 months of employment.

  Aquatic Facility Operator License, Certified Playground Safety Inspector certification, Certified Park and Recreation Professional preferred; Valid Illinois Drivers License required.

  Strong personnel management, coaching, supervision, budget and development skills; Exceptional skills in working tactfully and harmoniously with subordinates and department heads of other divisions; good written and oral communication skills; Microsoft Word and Excel skills required

  Duties: Responsible for the overall management and operation of the Parks Department. Duties include but are not limited to:
- Direct the operation of work of the Parks Department and oversee work order requests; delegating work assignments to achieve the most effective results
- Direct, supervise and participate in the maintenance of Park, Recreation, Aquatic and Athletic areas including turf, trees, horticulture, nursery, plants and shrubs.
- Responsible for start-up and shut down of the Aquatic Park facility
- Plan and direct the maintenance of the District's playground equipment and surfaces.
- Knowledgeable with various hand and power tools and heavy equipment
- Plan and direct the daily and special maintenance of all buildings and structures
- Maintain and prepare parks department payroll
- Prepare and recommend the adoption of immediate and long-range plans to meet community needs for adequate facilities, personnel and services
- Prepare annual budget and cost estimates for parks department including Capital Planning projects and monitor all expenses
- Maintain accurate records related to performed work including the cost account of maintenance details, motor and other equipment use; prepares technical reports as may be required.

- Make field inspections to evaluate work in progress
- Responsible for the coaching, conduct, mentoring and work performance of all parks department personnel.
- Communicate effectively, establish, and maintain cooperative planning and working relationships within the district, local governmental agencies, community and volunteer groups. Maintain excellent inter-departmental relations within the District through verbal and written communications
- Act as the ADA Compliance Officer and implementation of the ADA guidelines
- Possess an understanding of OSHA safety precautions
- Perform and enforce all job tasks, safety rules and regulations and procedures as established by the district's safety program

Contact: Please mail or e-mail a cover letter, resume and references to:
Jeannette Huber, CPRP
Director of Parks and Recreation
12521 South Kostner
Alsip, IL 60803

Contact E-mail: jhuber@alsipparks.org