

Oak Brook Park District Job Description

Job Title: Facility Maintenance Manager
Classification: Full Time, Non-Exempt
Department: Facilities/Tennis

SUMMARY:

The Facility Maintenance Manager is a working supervisor responsible for managing the maintenance operations and/or custodial duties/staff at Park District facilities. This includes: maintaining, repairing, and practicing preventive maintenance of all Park District equipment and mechanical systems at their assigned facility while also at other Oak Brook Park District facilities as needed. These systems may include indoor and outdoor plumbing, indoor and outdoor lighting and electric, aquatic facility structures and machinery, HVAC, and general equipment required for the facility to operate efficiently.

SUPERVISORY:

The Facility Maintenance Manager directly reports to the Superintendent of Enterprise Operations or Building Engineer, depending upon facility placement.

ESSENTIAL JOB DUTIES:

Facility maintenance

- Plan and execute an annual maintenance plan that includes indoor tennis courts, outdoor tennis courts, facility and equipment maintenance (Tennis Center only).
- Maintain a high standard for the overall appearance of the assigned facility with a high degree of quality and an attention to detail.
- Inspect, repair, and maintain mechanical, HVAC, plumbing, electrical, and any other equipment or systems and related components at assigned Park District facilities and recommend in-house or contracted repairs as necessary.
- Maintain accurate and complete records of maintenance activities and monitor all preventive maintenance contracts.
- Assist in the creation and implementation of long-term equipment and inventory plans.
- Manage and directly perform the organization and care of maintenance tools and equipment.

Facility cleaning and custodial staff supervision

- Assist with, or oversee, the cleanliness and maintenance of assigned facility. This includes, but is not limited to: sweeping and mopping hard surface floor; vacuuming carpets; washing walls, windows, counter tops, appliances and fixtures; and trash removal, ice and snow removal.
- Complete required inspections and document any necessary facility, equipment and custodial repairs, and follow up in correcting any problems
- Manage the ordering, monitoring and budgeting of all janitorial supplies. Work with vendors to ensure price and quality of cleaning products are maximized. Keep abreast of "green" cleaning products to provide a more environmentally friendly workplace (Tennis Center only).
- Prepare a work schedule for all custodial staff and ensure that all work shifts are adequately covered and work shifts are distributed equally (Tennis Center only).

- Set up and/or breakdown programming space as required by facility and recreational staff. This includes but not limited to: lifting and arranging chairs and tables and moving supplies.
- Lead and motivate part-time custodial staff. Prepare payroll and conduct performance appraisals for custodial staff (Tennis Center only).

Facility improvements

- Assist with planning of capital improvement, provide technical specifications, monitor contractor's performance and quality of work.
- Perform in-house improvement projects as needed.
- Assist the Parks Department with the annual winter lights set-up.
- Review all facility renovation and construction plans with the Building Engineer, Superintendent of Enterprise Operations or Superintendent of Aquatic and Maintenance Operations.

Communication and collaboration within department and other departments

- Communicate effectively with other departments: Administrative Office, Front Desk, Programming and other Park District departments.

Safety of staff and participants

- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Perform all the periodic PDRMA checklists and prepare records for the safety audit.

Other Duties

- Perform any other duties as assigned by the Superintendent of Enterprise Operations, Building Engineer, Superintendent of Aquatic and Maintenance Operations or Deputy Director.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.

MARGINAL FUNCTIONS:

- Observe and follow all Park District safety policies and regulations, and report any hazardous situations. The safety of staff and participants is a continuing responsibility of all employees.
- Attend all staff meetings, assist other facility areas as needed.

PSYCHOLOGICAL REQUIREMENTS:

- Work independently in day-to-day operations with general direction of the Superintendent of Enterprise Operations.
- Ability to delegate work, where appropriate, in order to accomplish work most effectively.
- Demonstrate leadership qualities to perform required work.
- Ability to work in a team atmosphere, as necessary, promoting positive and effective working relationships with staff and external customers.
- Ability to maintain self-control and composure in difficult situations.
- Ability to recognize priorities and meet deadlines.
- Ability to accept constructive criticism and/or supervision.
- Ability to be flexible and adaptable to new situations.
- Possess enthusiasm and drive with a desire to accomplish goals and objectives.
- Use good safety awareness and judgment in all aspects of this position.
- Ability to follow directions and communicate both verbally and in writing.

- Ability to read and understand materials.
- Ability to read blueprints, schematic drawings, and other construction documents.
- Knowledge of construction methods and the use of construction equipment.
- Ability to develop detailed project cost estimates.
- Ability to maintain and organize systematic, complete, and accurate records and be skilled in communicating clearly in a written manner.
- Possess time management and organizational skills to effectively perform job responsibilities
- Possess good problem-solving skills and have the capacity to act rationally and calmly in high stress and/or emergency situations.
- Ability to represent the Oak Brook Park District in a professional manner.

PHYSICAL REQUIREMENTS:

- Perform tasks that require walking, bending, stooping, standing, sitting, kneeling, climbing, reaching, pulling and/or pushing, grasping, carrying, color determination, and near acuity
- Perform duties that require physical manual labor.
- Perform lifting tasks up to 50 pounds. Loads over 50 pounds must be lifted with mechanical assistance or assistance from others.
- Lifting and moving with loads for long periods of time, as when stocking storerooms
- Climbing ladders and reaching to perform work, such as changing light bulbs or painting
- Repeated hand and arm movements for extended periods of time, as when hammering, sawing, drilling, etc.
- Passing a pre-employment physical is required for this position

ENVIRONMENTAL CONSIDERATIONS:

- General work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting temperatures in excess of 80 degrees Fahrenheit.
- May be required to work outside during various weather conditions including rain and mud, and extremely hot and cold temperatures.
- May be exposed to noise distractions from employees or equipment operation in adjacent work areas.

HOURS:

This full-time position typically works a minimum of 40 hours/week. Work hours outside of the normal schedule may be required to address emergencies and other project requirements.

EDUCATION, EXPERIENCE AND TRAINING:

- Minimum 4 years of work experience in the construction trades, including HVAC, electrical, plumbing, and framing and drywall
- Bachelor's Degree in Parks and Recreation, trade school or equivalent experience is preferred.
- Knowledge of computers with experience in Microsoft Excel and Word as well as service request software.
- A valid Illinois State Driver's License is required.
- CPR and AED certification is required (training will be provided by the Park District).

The Oak Brook Park District is an Equal Opportunity Employer