

Oak Brook Park District Job Description

Job Title: Superintendent of Facilities
Classification: Full-time, Exempt
Department: Recreation & Facilities

SUMMARY:

The Superintendent of Facilities is responsible for managing the operations of the Family Recreation Center (FRC) and Central Park West (CPW).

SUPERVISORY:

The Superintendent of Facilities reports to the Director of Recreation and Facilities. The FRC Facility Manager, Registration Coordinator, Lead Custodian and Custodial Staff directly report to the Superintendent of Facilities.

ESSENTIAL JOB DUTIES:

- Lead and support Facility Department Staff in creating and achieving performance goals that support the direction, mission, and vision of the Park District
- Communicate with the Director of Recreation and Facilities regularly on Park District matters.
- Prepare board reports, administration reports and supporting documentation for board and/or committee meetings.
- Directly supervise as well as prepare and administer annual performance appraisals for FRC Facility Manager, Registration Coordinator, Lead Custodian, and Custodial Staff. Recruit and select the employment of Park District personnel reporting to this position.
- Prepare payroll for all staff directly reporting to this position.
- Prepare fiscal year budget and maintain financial control of the CPW and FRC Facility Department budgets.
- Drive the initiative to actively acquire and retain FRC and District facility membership.
- Maintain the FRC Manager on Duty program to ensure adequate facility coverage by the full-time and part-time team.
- Supervise the preparation of the District cash receipt process ensuring proper financial procedures are followed during the counting and balancing of daily cash, preparation of deposits and cash receipts reports.
- Supervise the custodial operations of the FRC and CPW physical conditions and maintain each at a high degree of quality with attention to detail.
- Oversee the daily inspection of the FRC and CPW. Assist the maintenance department team with follow through on any documented necessary facility, equipment or custodial repairs. Oversee the completion of monthly inspection reports and collaborate with the Superintendent of Aquatic and Maintenance Operations for repairs as needed.
- Manage the ordering and inventory of all FRC and CPW janitorial supplies.
- Assist and work with the Director of Recreation and Facilities and Superintendent of Aquatic & Maintenance Operations in the management of facility related maintenance capital projects. Work to ensure safety of staff and customers during construction of capital projects on the facilities.
- Work with Director of Recreation and Facilities and Superintendent of Aquatic & Maintenance Operations to identify, prioritize, plan and execute daily and long-term maintenance projects that maintain and improve Park District facilities.

- Facilitate and encourage the integration of the Facilities Department team to provide high quality customer service experiences as it relates to facility and fitness amenities, programs, services, and events.
- Oversee and assist in the programming and administration of the Pink 5k, Cori's Triathlon, Indoor Triathlons, and additional special events managed through the Facilities Department.
- Work with Marketing and Communications Department to effectively market the Park District.
- Work with Marketing Department to assess and survey the quality of the Facility Department programs and services and respond accordingly to customer input, considering budget parameters.
- Collaboratively submit and review Facility Department services, programs, and events within the seasonal brochure to the Marketing and Communications Department as necessary.
- Work with Superintendent of Communications and IT to update and maintain the Park District web site.
- Work with the Recreation staff to ensure the facilities are correctly prepared for programs and special events of the District.
- Function as the ADA Implementation Officer for the entire Park District. Responsible for implementation and tracking of the Park District's ADA Transition Plan.
- Serve as a representative on the District's Safety Committee.
- Function as the Medic AED/CPR Training Site Director for the District.
- 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.
- Demonstrate exceptional customer service skills in all communications.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform any duties as assigned by the Director of Recreation and Facilities or Executive Director.

MARGINAL FUNCTIONS:

- Attend Park District meetings as necessary.
- Conduct regular staff meetings and training.
- Represent the Park District in various public forums.
- Assist the Recreation Department with Special Event programs.
- Attend conferences and workshops to expand knowledge in related areas of responsibility.
- Establish and maintain relationships with other agencies, business organizations, and community groups.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to work independently in day-to-day operations.
- Ability to work in a team atmosphere.
- Ability to utilize computer skills, including proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.
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PHYSICAL REQUIREMENTS:

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drive motorized vehicle to travel to different locations.
- Perform lifting tasks up to 25 pounds.

HOURS:

The Superintendent of Facilities is a full-time position working a minimum of 40 hours per week, including a half hour unpaid lunch daily. This position may require early morning, night and weekend work, and the work hours will need to be adjusted accordingly.

EDUCATION, EXPERIENCE AND TRAINING:

- Bachelor's degree in Parks and Recreation, Facility Management or related field or equivalent work experience in facility management.
- Five or more years of facility management, supervisory and customer service experience in the parks and recreation field or an equivalent combination of education and experience.
- A valid Illinois State Driver's License is required.
- Certified Park and Recreation Professional (CPRP) preferred or ability to become certified by passing the CPRP exam.
- CPR/AED certification is required and training will be provided by the Park District.

The Oak Brook Park District is an Equal Opportunity Employer.