



Crete Park District Position Description

Job Title: **Parks Manager**
Department: Parks
Reports To: Executive Director
FLSA Status: Non-Exempt
Classification: Full-Time

Summary:

The Parks Manager plays a critical role in maintaining the Crete Park District's parks and facilities, ensuring they are safe, functional, and welcoming places for the community. This is a working management position responsible for organizing, executing, and managing all general and specific daily parks maintenance activities. They will also train and supervise part-time and seasonal maintenance personnel that includes ensuring timely completion and quality standards. The Parks Manager will work under the direction of the Executive Director and be able to communicate effectively with department supervisors and all park maintenance personnel. They will maintain accurate records of all maintenance activities and assist with the coordination and planning of capital projects and contractual services.

Essential Functions:

- Perform routine maintenance work.
- Capable of performing both skilled and unskilled tasks as directed.
- Competent knowledge of all trades including carpentry, electrical, and plumbing.
- Capable of operating the entire fleet of maintenance equipment.
- Keeping maintenance areas in a neat and orderly appearance.
- Responsible for keeping the Executive Director informed on the condition of all park sites and park equipment, including playground structures and safety hazards.
- Responsible for making routine purchases with the approval of the Executive Director.
- Attend seminars and/or workshops as directed or requested by the Executive Director.
- Organize daily maintenance activities and assign proper work crews.
- Capable of organizing and managing projects as directed by the Executive Director.
- Supervise work crews and personnel in the department as well as checking on the quality control of completed work by maintenance personnel.
- Maintain proper inventories of supplies and equipment.
- Maintain equipment in a safe and efficient working order.
- Conduct regular park, playground, and facility inspections to ensure safety standard compliance.
- Be available for after-hours and overtime work as necessary or required by the Executive Director.
- Be available for emergency calls pertaining to park maintenance operations.
- Perform duties under varied seasonal conditions.
- Participate in any in-service safety training programs as required.
- Participate in maintenance staff meetings as directed by the Executive Director.
- Be familiar with and work in compliance with the park district's rules and regulations and personnel policies.
- Perform other duties and responsibilities not covered above but directed by the Executive Director.
- Maintain open communication between maintenance personnel and other park staff.
- Be familiar with the proper procedures of reporting in case of emergency.

Marginal Functions:

- Ability to deal efficiently and tactfully with other staff and the public.
- Versatility and initiative in dealing with changing assignments.
- Ability to organize a wide range of tasks effectively and efficiently.

- Ability to work without direct supervision to provide exceptional results.
- Ability to understand work from both written and oral instructions.
- Ability to plan, develop and evaluate projects.
- Ability to understand and contribute to logistical operational planning.
- Knowledge of proper maintenance procedures to troubleshoot and solve problems independently.
- Knowledge of fiscal responsibility pertaining to the use of maintenance equipment and supplies.

Qualifications:

- H.S. Diploma or equivalent, Bachelor’s degree preferred
- Provide satisfactory personal references
- 3-5 years of experience in parks maintenance or related field with 1-3 years of supervisory experience
- Valid Driver’s License
- CPR/AED certified or ability to obtain within 3 months of employment
- CPSI and Pesticide Applicators license preferred
- Be available to take pre-employment physical and pass a standard drug test and background check

Psychological Considerations: The Parks Manager may feel pressure from the responsibility of the effective and efficient delivery of services including working alone and unsupervised for long periods of time, directing subordinates, and leading work crews comprised of young adults. The Parks Manager may need to resolve immediate maintenance problems for staff and users of park facilities.

Physiological Considerations: Long periods of standing, walking, climbing, stooping, bending, and reaching could affect some individual’s blood pressure. The Parks Manager must be able to carry up to 75lbs over short distances, up and down stairs, lifting, holding, and dragging.

Environmental Considerations: The Parks Manager will be exposed to various weather conditions including extreme heat and cold, snow, rain, and ice. Indoor conditions include varied lighting and temperature changes. There will also be exposure to chemicals including fertilizers, insecticides, and fungicides.

Cognitive Considerations: The Parks Manager must exhibit problem solving ability and good judgment including safety awareness.

Hours and Compensation: This is an hourly position and based on an average of 8 hours/day. Normal working hours will be from 7:30am – 4:00pm, Monday thru Friday, with some evening, weekend, and holiday hours to be expected. The compensation range is \$22.15 - \$27.85 hourly and will be established at the time of hire based on evaluation, experience, and recommendation of the Executive Director.

Parks Manager – Compensation Package

Salary: \$22.15 - \$27.85 Hourly, DOQ

Benefits: IMRF Pension
 Short and Long Term Disability (IMRF)
 Insurance Coverage (including medical, dental, vision, and life with a portion covered by the district)
 Eligible HRA program
 Employee Assistance Program for employees and immediate family members
 Employee Recognition Incentives
 Paid Time Off (holidays, sick/personal, vacation)

Hours: Normally 7:30am – 4:00pm Monday-Friday
 Early morning, late evening, and weekend hours to be expected including emergencies