

FACILITY MAINTENANCE MANAGER (CLOSING DATE 5/30/2009)

- Agency: Northbrook Park District
545 Academy Drive
Northbrook, IL 60062
- Salary: \$52,830 - \$58,113 Starting Range
- Qualifications: Knowledge, skill and mental development equivalent to the completion of an Associates Degree in a Trades or related field.
- Requires a minimum of five years experience in a trades field with three years supervisory experience in same. Applicant must have a thorough knowledge of park facility, vehicle and equipment maintenance and the ability to acquire a valid Illinois Class B Commercial Drivers License – CPRP certification preferred.
- Must have working knowledge of occupational safety and risk management.
Working knowledge of applicable statutes and regulations.
Communicate effectively both orally and in writing.
Interpret and apply Park District policies and procedures as they apply to department operations and personnel administration.
Basic knowledge of maintenance policies, practices and procedures.
- Duties: Directs, through support personnel, the repairs and upkeep of all District facilities and Equipment.
Prepares for approval and administers the facility and mechanical operations part of the Parks and Properties budget.
Recruits, selects, trains and evaluates and supervises all Facility Maintenance and Mechanical Maintenance staff.
Secures outside contractors for building and facility related maintenance projects and supervises their performance.
Coordinates/Supervises purchasing and contracts written in the Facility Maintenance operations.
Participates in the planning and design of park improvements, additions and developments; develops budget recommendations, researches and prepares specifications for assigned capital improvement projects and equipment purchases. Conducts monthly property, facility and safety equipment inspections throughout the district and other periodic inspections as assigned.
- Other functions: Analyzes work methods within the department and implements improvements. Develops, reviews, updates and revises operating policies and procedures in the department.
Surveys District parks, facilities, mechanical systems, determines needed maintenance tasks and frequencies and revises master maintenance plan.

For immediate consideration, submit cover letter and resume to Ed Dalton, Parks and Properties Director, Northbrook Park District, 545 Academy Drive, Northbrook, IL 60062. (Fax) 84-205-1154.

The Northbrook Park District is an equal opportunity employer.