



The Pleasure Driveway and Park District of Peoria, Illinois



April 19, 2017
Job Opening – Parks Division
Parks and Recreation Maintenance Manager

POSITION: Full Time

ORGANIZATION OVERVIEW:

The Peoria Park District is dedicated to its mission: "To enrich life in our community through stewardship of the environment and through provision of quality recreation and leisure opportunities." Our employees enjoy a casual work environment, exceptional benefits and perks, opportunities for development and real opportunities to make a difference in the community we serve.

In collaboration and under the supervision of the Supervisor of Parks – Landscape Maintenance, the Parks and Recreation Maintenance Manager is responsible for a number of specific tasks as outlined below.

RESPONSIBILITIES:

- Maintenance and general appearance of Donovan Park, Stadium Complex, and athletic fields including associated buildings, facilities, and grounds.
- Supervising and performing maintenance and preparation of athletic fields as required.
- Maintenance and general appearance of Park District trail systems during the dormant season (approximately mid November – mid March) including, but not limited to brush removal, litter removal, and inspections.
- Keeping grass mowed, shrubs trimmed and general care of all plants in assigned parks.
- Hiring and training of part-time employees in the proper and safe procedures required to install and maintain athletic fields including, but not limited to the Stadium Complex, baseball, softball, soccer, football, and lacrosse. As well as training in the maintenance and use of all equipment and vehicles used for these procedures.
- Supervising and scheduling part-time employees, and keeping time worked records and payroll records.
- Laying out, installing, mowing, dragging and lining athletic fields.
- Performing and instructing preventative maintenance on all equipment as well as scheduling maintenance work and procedures.
- Performing weekly vehicle inspections.
- Monitoring safety aspects of the buildings and grounds in assigned parks including all walkways, roads, playground equipment, picnic equipment, athletic fields, and other facilities.
- Making regular inspections of all assigned parks, and reporting and correcting all hazards and undesirable conditions immediately.
- Inventory and requisition of supplies and equipment required for general maintenance work in assigned parks
- Making arrangements as required for groups and activities scheduled in assigned parks, and coordinating special events.
- Preparing annual budgets and keeping accurate accounting of all expenditures within the budgets.
- Keeping the grounds free of all debris, checking for vandalism and making immediate reports.
- Delivering equipment and supplies to various programs and facilities as assigned.
- Hauling, setting up, and tearing down supplies/equipment/displays associated with various special events.
- Scheduling, setting up, and taking down Peoria Park District canopies for special events.
- Delivering Peoria Park District program brochures and school fliers to various locations.
- Design, draw plans and construct storage boxes, scenery, props, and other items that are requested to be built by the Recreation Department.
- Performing controlled burning.
- Performing all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE:

- Bachelor's degree in horticulture, park & recreation management or related field preferred, with at least two years of experience. A two year Associate's degree in this field and four years of experience in park or grounds maintenance work may also be considered. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.
- Experience in grounds maintenance and operation of tractors, mowing equipment and other machinery used in grounds maintenance.
- Knowledge of and experience in utilizing fertilizers and pesticides and calibration of associated equipment.
- Experience in building maintenance and equipment and materials used therein.
- Supervisory experience of staff.
- Possess knowledge of plant material, soil characteristics and their requirements and of preventative maintenance procedures for associated equipment.
- Ability to follow written and oral instructions.
- Insight into sound business management practices, personnel management and public relations.
- Ability to deal promptly and effectively with emergency situations.

BENEFITS AND PERKS:

- Outstanding benefit package to include:
 - Vacation days and Holidays
 - Bonus programs and Wellness programs
 - Pension and retirement programs and Social Security participating
 - Exceptional health plan
 - Full-time employees and dependents enjoy free admission to Park District facilities

OTHER:

- Membership in AFSCME Council 31, Local 3774 will be required.
- Salary range: \$33,439-\$56,033 annually.
- Ability to work weekends, evenings, and holidays as needed.
- Must obtain a valid pesticide applicator's license.
- Must have a valid Illinois State driver's license.
- While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

How to Apply: Applications are available at the Park District Administration Office or can be downloaded/printed from www.peoriaparks.org under "Join Our Team". Applicants may submit a resume, but to be fully considered for this position an application must be completed. Applications will be reviewed until position is filled.

To ensure full consideration, applications/resume should be forwarded in a timely manner to: PEORIA PARK DISTRICT - Human Resources Manager, 1125 West Lake Ave, Peoria, IL 61614 or fax to: (309) 686-3352.

PEORIA PARK DISTRICT
Human Resources Manager
1125 West Lake Ave
Peoria, Illinois 61614

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply. AN EQUAL OPPORTUNITY EMPLOYER.