



# **JOB** OPENING PARKS DIVISION **SUPERVISOR OF MAINTENANCE & REPAIR**

MAY 14, 2019 - POSITION: FULL TIME

Starting salary range: \$65,000 - \$71,000 annually based on qualifications & experience.

## **OUR MISSION**

We contribute to a healthy and vibrant Peoria community by responsibly using our District resources to offer high quality parks and recreation experiences to those who live, work and play in our District.



# OVERVIEW

Under the direction of the Superintendent of Parks, the Supervisor of Maintenance & Repair is responsible for a number of specific tasks as outlined below.

## RESPONSIBILITIES

- Supervise Fleet Manager, mechanical systems repairmen, landscape construction, mason, painters, carpenters and maintenance and repair crews.
- Conduct yearly job performance evaluations of all assigned staff.
- Responsible for the maintenance and repair, including planning for future needs, of all heating, cooling, electrical, mechanical and water systems in the Park District.
- Responsible for the maintenance and repair of all swimming pools, ice rinks and recreation facilities.
- Respond to emergencies and call-ins after normal working hours as needed.
- Prepare estimates of material and labor costs as directed.
- Keep accurate records of all labor and material costs of work performed.
- Direct, assign and coordinate construction projects.
- Confer with and advise the Superintendent of Parks in the preparation of the budget.
- Follow all safety procedures that pertain to the duties performed. Support all aspects of the Park District's safety program.
- Perform all other duties as assigned.

## SUCCESSFUL CANDIDATES WILL HAVE

- Four year college degree or the equivalent with relevant experience is required. Minimum of five years experience in maintenance or repair of mechanical, electrical, cooling and water systems. Minimum of five years of experience in supervision.
- Thorough knowledge of heating, cooling, water, mechanical and electrical systems, ice rink machinery maintenance and swimming pool maintenance.
- Ability to work harmoniously with Park District personnel and to effectively organize and supervise work details and supervise construction personnel.
- Ability to communicate effectively both orally and in writing.
- Work record that shows personal integrity, initiative, resourcefulness and the ability to deal effectively with others.
- Ability to work evenings, weekends and holidays as required.
- Must possess a valid Illinois State Driver's License and have the ability to drive a motorized vehicle.

## BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

## HOW TO APPLY

- View *Employment Opportunities* and complete an online application in the “Join Our Team” section at [www.peoriaparks.org](http://www.peoriaparks.org).
- Applicants may submit a resume', but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.

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.



## HUMAN RESOURCES

1125 W. Lake Avenue, Peoria, IL 61614 | 309-681-2821

Peoria**Parks**.org