

## **JOB POSTING**

Category:	Parks & Facilities
Job Title:	Facilities Maintenance Manager
Class:	Full Time
Salary:	\$61,000 - \$64,000

### **SUMMARY:**

The Facilities Maintenance Manager responsible for all building maintenance to include construction trades, plumbing, mechanical, electrical, and aquatics.

### **SUPERVISORY:**

- The Facilities Maintenance Manager reports directly to the Parks & Facilities Director

### **ESSENTIAL JOB DUTIES:**

- Inspect, repair and maintain any in-house facility needs for the Park District. This includes, but not limited to the carpentry, electrical, plumbing, aquatic, and HVAC maintenance for all Park District buildings. The Facilities Manager also is responsible for pool maintenance at Stingray Bay Aquatic Center which includes the inspection, maintenance, and repair of aquatic pumps, motors, motors, piping, pools, slides, spas and pool chemistry systems.
- Manage and perform in-house projects related to repairs of various areas within the Park District.
- Maintain accurate and complete records of preventative maintenance activities.
- Oversee the proper operation, water tests, chemical safety, and mechanical systems at Stingray Bay Aquatic Center in accordance with the State of Illinois and McHenry County Health Department Pool and Spa Codes.
- Timely preparation and the seasonal opening and closure of Stingray Bay Aquatic Center as well as maintaining proper operations.
- Assist with set up, construction, and repair of special event materials.
- Manage and directly perform the organization and care of the department tools and equipment.
- Complete inspections on facilities and Park District equipment.
- Plan and prepare payroll and performance appraisal for Facilities Maintenance staff.
- Communicate effectively with managers and directors.
- Ability to read and understand blue prints and electrical schematics.
- Demonstrate exceptional customer service skills in all communication.

- Performs the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the personnel manual.
- Operation of Park District vehicles and equipment.
- Set and supervise daily procedures, opening-and closing-day procedures for building maintenance staff.

#### **MARGINAL FUNCTIONS:**

- Assist with special events and attend as needed.
- Attends conferences and workshops to promote knowledge in related areas of responsibility.
- Must be able to deal with people under stressful and demanding situations.
- Performs other duties as assigned.

#### **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.
- Must be able to function under stressful situations when first aid or CPR is required.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.

#### **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, sitting, kneeling, climbing, reaching, pulling and/or pushing, grasping, carrying, color determination, and near acuity.
- Drives motorized vehicle to travel to different locations.
- Perform duties that require physical manual labor.
- Perform lifting tasks up to 40 pounds. Loads over 40 pounds must be lifted with mechanical assistance or assistance from others.
- Passing a pre-employment physical is required for this position.

#### **ENVIRONMENTAL CONSIDERATIONS:**

Worker is at times exposed to outside weather conditions, including extreme heat, and cold, snow, rain, and ice. Protective clothing is required as follows: - Earplugs, ear

covers - Helmets - Respirators - Safety goggles/glasses - Leather type work boot - Protective gloves

**HOURS:**

The Facilities Maintenance Manager is a full time position working a minimum of 40 hours per week. The scheduled work hours for this position are Monday - Friday, 6:00 AM to 2:30 PM, including 1/2 unpaid hour for lunch. This position might require night and weekend work. The Facilities Manager is on call 24 hours a day for emergencies.

**EDUCATION, EXPERIENCE AND TRAINING:**

A minimum of 4 years experience in the construction trades, including HVAC, electrical, plumbing, and carpentry. Must be familiar with aquatic systems. Must become certified as an Aquatic Facility Operator or Certified Pool Operator and certified in CPR, First Aid and AED within one (1) year of employment. A Bachelor's degree in Parks and Recreation, trade school or related field is preferred, but not necessary. Supervisory experience is preferred. In good physical condition with sufficient strength to lift and hold 40 pounds. Knowledge of computers with experience in MS Excel and Word as well as service request database. A valid Illinois Driver's License is required.

The Huntley Park District is an Equal Opportunity Employer.

Interested applicants should send their cover letter and resume to the attention of Crystal Varney, HR/Risk Manager by either email to: [crystalv@huntleyparks.org](mailto:crystalv@huntleyparks.org) or by mail to: Huntley Park District 12015 Mill Street, Huntley, IL 60142

No phone calls please.