



Superintendent of Facilities

Downers Grove Park District

Contact Name: Kevin Rozell

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Closing Date:

Salary: \$86,261 - \$92,000 DOQ

Description:

<https://www.dgparks.org/careers-opportunities>

Position Summary The Downers Grove Park District is seeking an experienced, hands-on, and organized leader to serve as Superintendent of Facilities. This position plans and administers a comprehensive program for the care, upkeep, preventive maintenance, and improvement of District indoor facilities, including the Recreation Center, Lincoln Center, Administration Building, Lyman Woods Interpretive Center, Golf Clubhouse and Maintenance, and Museum campus.

The Superintendent regularly travels between District facilities to conduct inspections, monitor work, and respond to operational needs, while supervising custodial staff and contractors to ensure facilities remain clean, safe, and service-ready. This role also serves as the District's Safety Coordinator and Chairperson of the Safety Committee.

Benefits include:

- Health, dental, and vision insurance
- Vacation accruals that recognize qualifying prior full-time employment
- Personal and sick time
- IMRF participation
- Retirement savings plan
- Employee assistance program
- Free/discounted recreation programs for employees and household family members
- Free fitness membership to 4500 Fitness

Essential Duties and Responsibilities

- Regularly travel to and inspect District facilities to assess conditions, identify maintenance and repair needs, and verify quality and completion of work
- Implement and administer plans for facility upkeep, cleaning, repair, and long-term preventive maintenance
- Evaluate facilities to identify needed improvements, repairs, and capital projects; develop and maintain related plans

- Request, review, and evaluate vendor and contractor bids, pricing, and proposals in accordance with District procurement guidelines
- Monitor contractor performance to ensure compliance with scopes of work, specifications, quality standards, and timelines
- Exercise operational and supervisory oversight over full-time and part-time custodial staff and administer contracted custodial services to maintain District-wide standards for cleanliness, safety, and operational readiness.
- Respond to reported facility issues, coordinate corrective action, and communicate updates to staff and the Director of Parks and Facilities
- Keep the Director informed on facility conditions, project status, budgets, staffing, and operational challenges
- Serve as Safety Coordinator for the District and Chairperson of the Safety Committee
- Establish strategic goals related to facilities projects, personnel, equipment, and preventive maintenance
- Provides direction to staff through coaching, assigning work, supervising, and evaluating performance in accordance with District policies, procedures, and performance standards.
- Prepare, implement, and enforce facilities maintenance and operations procedures and policies
- Prepare and monitor the department budget, addressing variances and operational needs
- Complete payroll, accounts payable, and procurement documentation accurately and on time
- Procure supplies, equipment, and specialized or general services as needed
- Coordinate contractual services and internal work for efficient project and operational completion
- Participate in an on-call weekend rotation and respond to facilities-related emergencies as assigned
- Assist with District snow-removal efforts as assigned
- Coordinate required park and facility inspections in accordance with PDRMA recommendations, including Playgrounds, sled hills, and rinks

Qualifications

- Bachelor's degree in Facility Management, Park and Recreation Administration, or a related field; or six years of related experience
- Six to eight years of progressively responsible facilities management experience, including at least three years in a supervisory role
- Demonstrated knowledge of facilities maintenance principles, practices, and techniques
- Prior construction management experience preferred with the ability to read blueprints
- Experience managing department budgets
- Ability to assess facility conditions, evaluate proposals and pricing, plan work, resolve operational issues, and communicate effectively
- CPR/AED certification required within three months of employment
- CPO (Certified Pool Operator) certification required within six months of employment
- Valid Illinois Driver's License, or ability to obtain within three months if currently out of state; regular driving between District facilities required

Schedule

Full-time, exempt position. The typical work schedule is 40 hours per week, with additional hours required based on operational needs. This position requires participation in an on-call rotation, emergency response, and occasional evening and weekend hours, including required attendance and support at various Park District events throughout the year.

The Downers Grove Park District is an Equal Opportunity Employer.

