

Lemont Park District

Employment Job Description

Maintenance and Environmental Services Administrator

Direct Supervision:

Executive Director of Parks and Recreation

FullTime

Position Pay Scale: Salaried, (subject to prevailing park district wage scale)

Administrative Staff

Position Description Updated/Reviewed: May 2005

Under direction, plans, coordinates, and implements programs to encourage use of Park district facilities, programs and services by culturally diverse groups and individuals. Develops and maintains relationships with local civic groups, community organizations and concerned groups of individuals to further the aim and objectives of the District. Exercises first level management responsibilities for the district's extensive parks and grounds system. Also oversees purchasing of related equipment, supplies and assignment of the same to deliver quality maintenance and environmental services to the community. Manages physically dispersed operations through coordinated leadership assuming overall responsibilities for a moderate operating capital budget. Supervises all maintenance and related staff. Works closely with Safety program to develop effective risk management reports and practices.

Duties: The essential functions of this position include, but are not limited to:

- A. Executive Director Support- develops and maintains active public information campaign for the district.
- B. Schedules and attends various Park District presentations at community and civic groups and organizations.
- C. Works with Recreation and Program Services Administrator and Finance and Benefits Administrator.
- D. Develops goals and objectives annually for the position and community relations efforts of the District.
- E. Coordinate outreach programs that solicit community/public input and report same.
- F. Conceives, organizes and conducts training for staff in proper safety and daily work assignments.
- G. Attend Administrative staff meetings to gain insight into district operations.
- H. Work with administrator to resolve public and staff concerns.
- I. Work in compliance with all District Safety procedures and regulations.
- J. Represents District as requested to assigned programs with regulatory agencies and service contractor providers.
- K. On call to respond to a wide variety of man made or natural emergencies.

Special Conditions of Employment:

1. Ability to work non-traditional work schedule as required (occasional weeknights/weekends/holidays)
2. Ability to perform physical activity including climbing, bending, lifting and pushing material and equipment as required in a safe manner.
3. Possess a valid Illinois drivers' license
4. Show a willingness to accept training assignments

Graduate from a four year college or university with major course related to parks and recreation or professional or technical experience or at least 5 years progressively responsible experience in a related field.