



Job Title:	Superintendent of Trades
Department:	Parks and Planning
Classification:	Full-time, Exempt
Salary Range:	10
IMRF Position:	Yes

POSITION FOCUS

Under the general direction of the Director of Parks and Planning, the Superintendent of Trades is responsible for the maintenance needs of fifteen buildings, 3 pools as well as district fleet assets.

SUPERVISORY RELATIONSHIPS

Reports directly to the Director of Parks and Planning and indirectly to the Executive Director.

Immediate supervision of the division managers Trades and Fleet.

ESSENTIAL FUNCTIONS

1. Supervision and Leadership:
 - Provides leadership, direction, and training to a team of trades personnel, including carpenters, electricians, plumbers, HVAC technicians, and maintenance workers.
 - Directs daily, cyclical and routines duties and projects related to trades and fleet maintenance divisions.
 - Establishes clear expectations, goals, and performance standards for the trades team, and conducts regular performance evaluations, coaching sessions, and professional development activities.
 - Fosters a culture of teamwork, collaboration, and accountability among trades staff, promoting open communication, mutual respect, and continuous improvement.
 - Promote safety awareness, equipment maintenance, and compliance with occupational health and safety regulations, and ensure a safe working environment for grounds maintenance personnel.
 2. Maintenance and Repair Operations:
 - Oversees the planning, scheduling, and execution of maintenance, repair, and renovation projects for all District facilities, buildings, grounds, vehicles, and equipment.
 - Coordinates preventive maintenance programs, inspections, and routine servicing to ensure the safety, functionality, and longevity of park assets.
 - Responds promptly to maintenance requests, emergencies, and safety concerns, and implements corrective actions to address issues and minimize disruptions.
 - Collects information and data to develop and/or update standard operating procedures/manuals.
 3. Asset Management and Inventory Control:
 - Maintains accurate records of District facilities, equipment, and inventory, including maintenance histories, warranties, and service contracts.
 - Develops and implements asset management strategies, replacement plans, and lifecycle costing models to optimize resource allocation and capital investments.
 - Conducts regular assessments and condition surveys of park assets, identify maintenance needs, and prioritize repair/replacement projects based on criticality and available resources.
 - Monitors and evaluates District usage for data, energy costs, utility contracts, scavenger contracts, lightning detection system, building energy control, field lighting schedules and grounds needs.
 - Identifies common systems and expenditures that could benefit from single-source procurement, streamlined service methods or vendors.
 - Prepares and submits capital budget needs in areas of responsibility.
 - Prepares billing statements for energy usage.
 4. Contract Management and Vendor Relations:
 - Assists with preparing bid specifications and RFPs as needed for completion of capital projects and planning initiatives.
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- Manages contractor performance, quality control, and compliance with contractual obligations, specifications, and safety regulations.
 - Establishes and maintains positive relationships with external contractors, suppliers, regulatory agencies, and community stakeholders to support park maintenance and improvement initiatives.
5. Safety and Regulatory Compliance:
- Ensure compliance with safety regulations, building codes, environmental standards, and industry best practices in all maintenance and construction activities.
 - Conduct safety training, hazard assessments, and emergency response drills for trades staff to promote a safe work environment and prevent accidents/injuries.
 - Implement risk management strategies, incident reporting protocols, and corrective actions to mitigate liabilities and minimize operational disruptions.
6. Perform other duties as requested and assigned.

SECONDARY RESPONSIBILITIES

1. Attends and participates in Park Board meetings, meetings called by the Executive Director, community groups and affiliates as assigned and other meetings and appointments as necessary which may fall during and outside of normal business hours.
2. Serves as a member of the administrative leadership team in coordination with the Executive Director to assist in district-wide visioning, planning, policy and procedure development, customer service initiatives and problem solving.
3. Assists in the development of strategic and annual goals and objectives that coordinate with the mission and values of the District for the Parks & Planning Department.
4. Works closely with other Directors and members of the Leadership Team in communication and cross coordination of District programs and services.
5. Represents the Park District in a professional manner.
 - Develops positive working relationships with other departments and collaborates with them to develop best practices and cooperative solutions to problems.
 - Develops and maintains positive and cooperative relationships with community organizations, (e.g., Park Commissioners, affiliate groups, neighboring park districts, other units of local government, associations, clubs, non-profits, and faith-based organizations).
6. Communicates the District's vision and mission to personnel and public.
7. Familiar with safe operation of any equipment necessary in accomplishing required tasks of the Parks and Planning department.
8. Participate in professional committees, conferences, workshops, and classes to improve knowledge of job responsibilities and skills.

EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's degree from a college or university in Parks & Recreation, Facility/Construction Management or Maintenance or a related field or any combination of training and experience which provides the required knowledge, abilities, and skill.
 - Five (5) years of progressive management experience.
 - Sound budgeting practices and experience.
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- CPO Certification or ability to obtain.
- Valid Illinois Class "D" Driver's License.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment drug screen.
- Comprehensive knowledge of Maintenance including, HVAC, Plumping, Electrical, vehicles and equipment.
- Thorough knowledge of the principles, practices and objectives of Park and Recreation Administration.
- An understanding of the principles of financial management.
- An understanding of pertinent safety precautions, loss prevention and risk management procedures.
- Ability to develop and supervise all aspects of facility maintenance for the Park District.
- Ability to contribute to long-range strategic planning and development of the Park District's current and future capital improvement needs.
- Ability to evaluate and make recommendations for the long- and short-term maintenance plans of the Park District.
- Ability to hire, train, supervise and evaluate department staff, both skilled and semi-skilled.
- Strong organizational, analytical, problem-solving skills and attention to detail.
- Proficient with various computer software, i.e., Microsoft Office Suite, Productive Parks, Incode, and HRIS software.
- Excellent verbal and written communication skills.
- Ability to operate related office equipment, such as computers and copier.
- Ability to work independently and in a fast-paced environment.
- Ability to anticipate work needs and interact professionally with internal and external customers.

ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, forty (40) hours per week.
 - Additional hours may be required to meet deadlines or for District events.
- The general work area is an indoor, smoke-free environment with controlled temperatures and LED/fluorescent lighting. May have frequent exposure to natural and potential extreme weather conditions while inspecting worksites, supervising employees, or attending job related activities at locations away from the office.
- With exposure to noise distractions from employees or equipment operation in adjacent work areas.
- Infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- Prolonged periods of stationary work on a computer or standing and moving about job sites.
- Constantly operates a computer and other office productivity machinery, copy machine and printer.
- Ability to work on ladders/scaffolding and man lifts when necessary.
- This position moves occasionally about the office to access files, printer, and cabinets.



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- May potentially walk on all types of uneven surfaces including, but not limited to, mud, snow, and ice.
- This position frequently interacts with the staff and public. Must be able to exchange accurate information in these situations.
- The ability to identify and observe large and small details in various visual ranges.
- Infrequently moves items weighing up to 50+ lbs. across office for various needs.
- May require to position oneself to reach for items, supplies, or materials such as under a desk or a shelf.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____ Date: _____

Superintendent/Director Name: _____

Superintendent/Director Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____