

Department: Maintenance  
Reports To: Executive Director  
Classification: Full Time, Non-Exempt, At-Will

### Summary

The Building Manager is directly responsible to and under the direct supervision of the Executive Director and has oversight and day-to-day management responsibility for any custodial staff as well as the overall functions of the building..

### Qualifications

- Academic studies in management, maintenance, or a related field are a plus.
- Minimum five years of experience in a supervisory/leadership capacity
- Certified Pool Operator (CPO) credentials are a plus.
- Candidate must be able to demonstrate proficiency in using Microsoft Office products.
- Electrical and plumbing knowledge are a plus.
- Candidate must possess a valid Illinois driver's license.
- Must be able to pass pre-employment physical exam and drug screening.

### Essential Functions at The REC

- Develop/analyze/budget/manage facility needs that satisfy the needs of the community/staff
- Interview, hire, train and evaluate custodial staff when needed
- Assist facility support staff in the field as needed
- Inspect and maintain the building, structures, and equipment for safety and condition
- Oversee part time staff members including: assisting with training and communicating job expectations, conveying the standards for the District or a particular task and follow up for quality assurance.
- Turf/Athletic field maintenance/repair as needed.
- Maintain inventory of all custodial products and re-orders as necessary.
- Carry out assigned duties individually or cooperatively with administration, recreation or maintenance staff including special events
- Coordinate the performance of facility and grounds development, maintenance, repairs and inspections as needed.
- Coordinate the performance of minor electrical, plumbing, carpentry repairs and painting as necessary.
- Operate/maintain small power hand tools, floor scrubbers, turf brush as required
- Assist in cost effective operations, custodial services and maintenance procedures.
- Create an environment for success.
- Perform routine cleaning throughout the facility as well as carry out heavy cleaning tasks and special procedures
- Work with other departments as needed in areas of mutual concern (fiscal budget, routines maintenance, equipment needs, scheduling, etc.)
- Maintain records, files, and written materials.
- Conduct regular staff meetings with staff.
- Responsible for communicating job expectations, recognition, and discipline.
- Confers with and counsels staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, the impact of problems and formulate possible solutions.
- Assist with the preparation of the department's annual budget. Monitor budget activity on a regular basis.
- Assist the Recreation Staff at various special events by executing specific event needs.
- Effectively facilitate crew needs through timely procurement of materials and supplies and distribution of manpower and equipment.

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**Marginal Functions**

- Work weekends and evening hours as needed.
- Performs other duties as assigned by Executive Director.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Expected to help with the successful implementation of programs, parks and services across program areas and between departments.

**Safety**

- All Employees will be responsible for implementing the policies and procedures that pertain to safety and health.
- Responsible to follow and comply with OSHA and District safety policies as presented in the Personal Policy Manual. Uphold the District commitment to safety by attending scheduled safety programs/seminars and promptly reporting accidents and hazardous conditions to Executive Director.
- Follow and promote procedures designed for safety and risk management. Identify unsafe conditions and procedures; take corrective action; bring to the attention of the Executive Director.

**Psychological Considerations**

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

**Physiological Considerations**

- Must be in good physical health.
- Employee may use hand(s) for repetitive movements.
- Employee may lift fifty (50) pounds or less for medium to light work.
- Employee may lift fifty to one hundred (50-100) pounds for heavy work.
- Employee may bend, twist, squat, climb, or reach frequently.
- Employee may come into contact with various chemicals, fertilizers, or pesticides during work duties.

**Environmental Considerations**

- May be exposed to all kinds of weather conditions.
- May be exposed to possible allergens, such as dust, plant pollen, etc.

**Cognitive Considerations**

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must be able to follow directions from and work with supervisors, and co-workers.
- Possess strong leadership skills; an established philosophy towards the guidance and development of staff; ambition to enhance; creativity to challenge themselves and their teammates; open-mindedness; ability to embrace change; trustworthiness; familiarity in programming areas and equipment associated with the position; alignment with mission, vision and values of the District.

**Hours & Wage Range**

The position of Building Manager is a full-time position, and shall be paid every two weeks at an agreed salary. This position is classified as a non-exempt employee status and will work a minimum of 40 hours per week. However, as a professional employee in the park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected. The salary for this position is \$35,000-\$40,000 DOQ.

**To Apply**

Please send resume to:

**Flagg-Rochelle Community Park District**

Attn: Executive Director, Jackee Ohlinger

735 N. 2<sup>nd</sup> Street

Rochelle, IL 61068

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*The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.*

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Open M-F 8:30a-5:00p