



VILLAGE OF ORLAND HILLS

**ASSISTANT RECREATION DIRECTOR (MAINTENANCE OPERATIONS)
VILLAGE OF ORLAND HILLS, ILLINOIS
Full Time, Salary of \$45,760.00**

Job Description

Under the supervision of the Village Administrator or his/her designee, the Assistant Recreation Director is responsible for maintaining the building, office space, and fields and/or scheduling of the Sports Complex for the Village of Orland Hills.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, and be able to work independently or in a team environment. Illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communications; along with excellent organizational skills and attention to detail. Ability to prioritize and delegate tasks as needed. Ability to create and present ideas to further enrich the Recreation Department.

Applicant must have a High School Diploma, but an Applicant with at least an Associate's Degree is preferred. Applicants with an equivalent combination of training and experience in similar roles will be considered. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position prefers CPR, AED, and First Aid certification. This position will require weekday morning, afternoon or evening hours, and/or weekend hours; hours may vary depending on department and Village's needs. This is an exempt position with a comprehensive benefit package.

Primary Responsibilities

This person's duties shall include, but not limited to:

1. Sports Complex and Community Center (Maintenance):

- Responsible for maintaining the parks, lakes, tot lots and overall grounds.
- Responsible for setting up and taking down recreational activities, programs, such as volleyball/pickleball nets, basketball equipment, and/or any other sport(s) equipment deemed necessary.
- Responsible for setting up tables, chairs, and bleachers for activities, tournaments, special events and/or rentals.
- Responsible for taking out and returning garbage cans.
- Responsible for painting, dragging, and striping fields for recreational and/or tournament events.
- Responsible for monthly inspections
- Responsible for stripping, buffing, waxing floors and gymnasium
- Responsible for startup and shut down of irrigation systems
- Responsible for maintaining the dragger (inspecting, tune up, oil changes, filters, etc.)
- Responsible for ordering materials for fields.
- Responsible for maintaining all Village waterways installing fountains (Lake Lorin)
- Snow plowing if deemed necessary.

2. Sports Fields - Christian Hills (Maintenance):

- Responsible for maintaining the parks, lakes, tot lots and overall grounds.
- Responsible for setting up and taking down recreational activities, programs, such as volleyball/pickleball nets, basketball equipment, and/or any other sport(s) equipment deemed necessary.
- Responsible for setting up tables, chairs, and bleachers for activities, tournaments, special events and/or rentals.



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- Responsible for taking out and returning garbage cans.
- Responsible for painting, dragging, and striping fields for recreational and/or tournament events.
- Responsible for monthly inspections.
- Responsible for startup and shut down of irrigation systems.
- Responsible for maintaining the dragger (inspecting, tune up, oil changes, filters, etc.)
- Responsible for ordering materials for fields.
- Snow plowing if deemed necessary.

3. Administrative Duties

- Assists with developing specific budget guidelines.
- Monitors and ensures that Department stays within strict budget guidelines approved by Village.
- Develops and oversees volunteers, other staff, seasonal workers
- Prepares and recommends improvements for Sports Complex, including scheduling, materials, supplies, etc.
- Assesses need and make recommendations for park maintenance operations.
- Plans and identifies existing maintenance items and future Sports Complex needs.
- Evaluate service levels and priorities as directed by the Administrator or his/her designee.
- Oversees Sports Complex maintenance and assists in maintenance operations.
- Provide guidance and training to those assigned by the Administrator.

Other Duties:

- Other duties deemed necessary by the Administrator.
- Clerical support as needed.
- Back up to Assistant Recreation Directors

Physical Requirements

Must be able to lift up to 15 pounds along with prolonged periods of sitting and/or standing.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references by April 15, 2024 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org