



VILLAGE OF ORLAND HILLS

ASSISTANT RECREATION DIRECTOR (MAINTENANCE)

VILLAGE OF ORLAND HILLS, ILLINOIS

Full Time, Entry Level Annual Salary \$52,000.00

Job Description

Under the supervision of the Assistant Village Administrator and Village Administrator, the Assistant Recreation Director is responsible for maintaining the community center, all parks and sports fields, and all other related facilities, and assisting with the scheduling of the Sports Complex for the Village of Orland Hills.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, 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 Associates is preferred and/or the equivalent combination of training and experience. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position will require weekday evening hours and/or weekend hours; hours may vary depending on department and Village's needs. This is a Non-Union position with a comprehensive benefit package.

Primary Responsibilities

This person's duties shall include, but is 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 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.
- 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.



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- Responsible for maintaining the dragger (inspecting, tune up, oil changes, filters, etc.)
 - Responsible for ordering materials for fields
 - Snow plowing if deemed necessary.
3. **Budget:**
Forecasts, monitors, and stays within strict budget guidelines for specific line items.
4. **Staff Supervision and Training:**
➤ Provide guidance and training to other employees.

Other Duties:

- Other duties deemed necessary.
- 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 to Brian O'Neill, Village Administrator. The position will remain open until a qualified candidate is found. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org