



# VILLAGE OF ORLAND HILLS

## ASSISTANT DIRECTOR OF RECREATION (MAINTENANCE) VILLAGE OF ORLAND HILLS, ILLINOIS Full Time, Entry Level \$22.00/hour

### **Job Description**

Under the supervision of the Village Administrator, Assistant Village Administrator, and/or The Recreation Director, the Assistant Director of Recreation 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, 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 required. 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 not limited to:

1. **Sports Complex, Community Center, Village Parks, Village Lakes (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
  - Snow plowing if deemed necessary.
  - Other duties deemed necessary by Management.
2. **Budget:**

Forecasts, monitors, and stays within strict budget guidelines for specific line items.
3. **Staff Supervision and Training:**
  - Provide guidance and training to other personnel in the department as needed

### **Other Duties:**

- Clerical support as needed.
- Back up to Management as needed.

### **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 professional references by October 18, 2023 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: [boneill@orlandhills.org](mailto:boneill@orlandhills.org)