



Facilities Manager

Department: Parks & Facilities

Reports To: Superintendent of Park Operations

Supervises: Maintenance staff and seasonal employees as assigned

Position Summary

The Facilities Manager is responsible for planning, coordinating, and overseeing the maintenance, repair, operation, and improvement of the Carbondale Park District's buildings and facilities. This position provides leadership for preventative maintenance programs, performs/manages facility-related projects, assists with budgeting and purchasing, supervises maintenance staff, and works collaboratively with contractors, vendors, and other District departments.

The ideal candidate possesses broad maintenance experience, excellent problem-solving skills, strong organizational abilities, and a commitment to serving the public. While expertise in every trade is not expected, the successful candidate will have the ability to evaluate issues, establish priorities, and coordinate effective solutions.

Essential Duties and Responsibilities

Facility Operations

- Plan, organize, and organize maintenance of District buildings and facilities.
- Develop and implement preventative maintenance schedules.
- Ensure facilities remain safe, clean, functional, and code compliant.
- Respond to maintenance emergencies and prioritize repairs.
- Maintain records of inspections, maintenance activities, warranties, and equipment.

Project Management

- Help coordinate capital improvement and renovation projects.
- Obtain quotes and assist with bid specifications.
- Coordinate contractors and inspect completed work.
- Assist in planning future facility improvements.
- Monitor project budgets and schedules.

Leadership

- Help develop daily work schedule and maintenance staff assigned.
- Assist with hiring, training, coaching, and evaluating employees.
- Foster teamwork across all District departments.

Budget & Asset Management

- Assist in preparing annual operating and capital budgets.
- Monitor expenditures within approved budgets.
- Recommend replacement schedules for major equipment and building systems.
- Purchase maintenance supplies and equipment in accordance with District purchasing policies.

Technical Responsibilities

Coordinate or oversee maintenance involving:

- HVAC systems
- Plumbing
- Electrical systems
- Carpentry
- Roofing
- Building automation systems
- Fire and life safety systems
- Security systems
- Painting and finishes
- General building maintenance
- Welding

Other Responsibilities

- Participate in emergency response during severe weather or facility emergencies.
- Attend meetings as required.
- Perform other duties assigned by the Executive Director.

Desired Qualifications

Education

Experience in Facilities Management, Construction Management, Building Trades, Public Administration, or a related field is preferred. Equivalent combinations of education and experience will be considered.

Experience

Five or more years of progressively responsible experience in facility maintenance, public works, construction, commercial property management, or a related field.

Supervisory experience is preferred but not required.

Knowledge, Skills & Abilities

Successful candidates will demonstrate:

- Strong mechanical aptitude.
- Excellent troubleshooting abilities.
- Working knowledge of multiple building systems.
- Ability to prioritize competing demands.
- Strong communication and interpersonal skills.
- Sound judgment and independent decision-making.
- Ability to read plans, manuals, and technical documents.
- Basic computer proficiency, including Microsoft Office.
- Commitment to outstanding customer service.

Preferred Qualifications

Preference may be given to candidates with experience in one or more of the following:

- Municipal or park district operations
- Commercial facilities
- School districts
- Hospital maintenance
- Manufacturing maintenance
- Construction management
- Public works

Professional certifications are welcomed but are not required.

Schedule

- 7:30 AM-3:30 PM, Monday through Friday, occasional nights and weekends

Pay & Benefits

- \$22.00 - \$27.00 an hour, depending on experience
- Benefits include paid time off, employer-paid health, dental, and vision insurance, and Illinois Municipal Retirement Fund pension with employer contribution

Physical Requirements

This position requires frequent walking, climbing, lifting to 50 pounds, operating equipment, working outdoors in varying weather conditions, and occasional evening or weekend work.

Why Join the Carbondale Park District?

Our team maintains facilities that improve the quality of life for thousands of residents and visitors each year. This position offers the opportunity to lead meaningful projects, mentor employees, solve unique challenges, and leave a lasting impact on our parks and community.

We encourage applicants who possess strong leadership, practical experience, and a willingness to learn. If you have developed your skills over a successful maintenance career—even if you don't meet every qualification—we invite you to apply.

To Apply:

1. Fill out the Carbondale Park District employment application at cpkd.org/jobs
2. Send the application along with your resume to cpkd.fd@gmail.com or drop it off at the Lakeland Center, 925 S. Giant City Rd. Carbondale, IL 62902.

The Carbondale Park District is an equal opportunity employer.