



The Forest Preserves of Cook County
Is seeking applicants for
Director of Facilities and Fleet

The Forest Preserves of Cook County is seeking a forward-thinking leader to manage and oversee the district's Department of Facilities and Fleet. The department includes approximately 60 FTE personnel and has an annual operating budget greater than \$10 million.

The selected candidate will have broad experience managing facilities and/or fleets, a collaborative approach and can-do attitude, and the ability to lead a diverse team to achieve stated goals. The President of the Forest Preserves will appoint the Director of Facilities and Fleet.

About the Forest Preserves of Cook County

Cook County is the second most populous county in the United States and includes the City of Chicago. Within this diverse urban metropolis, the Forest Preserves of Cook County protects 70,000 acres of forests, prairies, wetlands, woodlands and other natural areas including rare habitats that offer plant and animal diversity on par with the rainforests of the world. Thanks to dedicated restoration and conservation efforts, native plants and wildlife—including North American river otters, blue spotted salamanders, native orchids, and birds such as bald eagles and bobolinks—continue to return to or flourish in the preserves. Each year, the Forest Preserves receives an estimated 62 million visits, as people use these lands and facilities to enjoy nature, bicycle, hike, fish, cross-country ski, picnic, canoe, or simply relax. Facilities located in the preserves include nature centers, boat rentals, equestrian stables, golf courses and driving ranges, and aquatic centers. Among the treasures of the Forest Preserves of Cook County are the Brookfield Zoo and the Chicago Botanic Garden, two world-class institutions located on the district's land.

About the Department of Facilities and Fleet

The Facilities & Fleet Department performs two main functions for the Forest Preserves of Cook County:

1. The Facilities division maintains and repairs more than 600 buildings, picnic shelters, restrooms and other facilities located throughout the forest preserves. This includes developing a comprehensive preventive maintenance schedule, implementing energy-efficient building improvements, managing in-house construction, and managing demolition of obsolete or unneeded structures.
2. The Fleet division purchases, maintains, and repairs district vehicles and equipment, including more than 420 cars, trucks and other vehicles, as well as mowers, plows, and other specialized equipment. It also researches and tests various tools, vehicles and equipment needed to support district operations.

Director's Role and Responsibilities

The Director leads a team of approximately 60 staff, supervising work assignments and overseeing all department operations. The Director also develops and manages an annual budget for the department.

The Director is responsible for conducting on-going analysis of division operations to ensure effective, cost efficient, and timely results, and for developing department metrics to evaluate performance and monitor progress towards goals.

The Director works with the district's ADA coordinator to improve the accessibility of district facilities and leads several of the district's sustainability initiatives including researching and implementing best practices for a green fleet, green cleaning solutions, LED lighting replacement, solar energy, and other energy-efficient technologies.

The Director serves as the district's Chief OSHA Officer and the district's Chief Liaison to the Cook County's Department of Emergency Management and Regional Security.

The full job description, including minimum job requirements, is included on the following page.

Compensation and Benefits

Salary: \$118,560 to \$124,821 annually DOE/DOQ, plus an assigned vehicle. The Forest Preserves of Cook County offers a competitive benefit program.

Application Process and Recruitment Schedule

A full job description is presented on the following pages. To be considered, please submit your cover letter, resume, and a list of four professional references (who will not be contacted in the early stages of the recruitment) **by 5 p.m. on August 1, 2022** to FPDappointed@cookcountyil.gov. Resumes should reflect years and months of positions held, as well as the size and budget of the previous program or department you have managed or administered.

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to interview. The selected candidate will be subjected to an extensive reference and background check.

The Forest Preserves of Cook County is an Equal Opportunity Employer. We value our employees and the different talents, expertise, and viewpoints that each brings to the table. We believe a robust exchange of ideas results in better decision-making and we commit to providing a constructive, safe, and positive work atmosphere that promotes mutual respect and empowers individuals to thrive in their jobs.

Recent Department Accomplishments

- ❖ Continued transition to a green fleet via the purchase of new electric, hybrid electric and hybrid propane vehicles.
- ❖ Implemented a Light Management Plan to support the successful designation of the Palos Preserves Urban Night Sky Place, the world's largest urban night sky site.
- ❖ Researched and installed new lighting and technology at the Sand Ridge Nature Center.
- ❖ Improved the accessibility of facilities at locations throughout the Forest Preserves.
- ❖ Assisted with the launch of a new cable gate safety standard designed to improve visibility for visitors.
- ❖ Removed 18 structures which had exceed their useful life.
- ❖ Managed the emergency response and removal of a collapsed roof caused by an excessive snow event.

FOREST PRESERVE DISTRICT OF COUNTY OF COOK

Forest Preserve District
Office of Personnel
536 N. Harlem
River Forest, Illinois 60305



Job Code: 2576
Salary Grade: 24
Department: Facilities & Fleet

STANDARD JOB DESCRIPTION

DIRECTOR OF FACILITIES & FLEET

Job Summary

Under the direction of the General Superintendent, responsible for the overall quality of all aspects of the Forest Preserve District facility repair and maintenance. Assists with planning, scheduling and budgeting all maintenance and operations programs. Independently directs field inspections, issues work orders and prepares various maintenance reports. Responsible for the requisition and purchasing of Department materials, supplies and equipment. Confers with the General Superintendent on District policies and assists with the department projects and routine business matters. **This is an appointed position.**

Typical Duties

Supervises trade support, specialty trades and general administration staff and services.

Issues work orders to proper staff to coordinate all phases of operational procedures, directs field inspections, prepares various work reports and prepares written and oral correspondence with the general public.

Meets with and instructs all subordinates in scheduling operating procedures and the compliance of Forest Preserve District policy.

Manages in the requisition and purchasing of Department materials, supplies and vehicle equipment.

Updates and implements new and existing policies and procedures relative to the Department.

Analyzes divisional operation reports for program effectiveness and budget expenditure. Provides divisional budgetary costs and needs wherein data is used in the preparation of the annual maintenance budget.

Confers with other District departments and employees to resolve work problems as they occur.

Compiles comparative reports on operations and progress of projects at different District locations.

Minimum Qualifications

Bachelor's degree or higher from accredited college or university in related area and ten (10) years or more full-time work experience in related area or an equivalent combination of education, training, and experience **OR** A high school diploma or GED with 15 years of full-time work experience in a related area or an equivalent combination of education, training, and experience.

Must possess a current valid driver's license.

Knowledge, Skills and Abilities

Thorough knowledge of all Forest Preserve District policies and procedures.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Strong budgeting, scheduling and administrative skills.

Skill and ability to communicate with professionalism to staff and diverse groups.

Ability to prepare weekly reports on maintenance operations.

Knowledge of collective bargaining agreements and a general understanding of labor laws and issues.

Ability to keep abreast of community trends and developments through personal observation and study.

Knowledge and ability to communicate work plans throughout the levels of rank and title.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.