



VILLAGE OF NORRIDGE

4000 North Olcott Avenue • Norridge, Illinois 60706-1199
708/ 453-0800 FAX 708/ 453-9335
www.villageofnorridge.com

August 13, 2024

PRESIDENT

Daniel Tannhauser

CLERK

Gabriela Krasinski

TRUSTEES

Donald Gelsomino

Bill Larson

Jack Bielak

Andrew Ronstadt

Debra J. Budnik

Frank Avino, Jr.

JOB POSTING:

BUILDINGS AND GROUNDS SUPERVISOR

Under the direct supervision of the Director of Public Works or his/her designee, the Buildings and Grounds Supervisor will work alongside the current Buildings and Grounds Supervisor as part of the Village's succession planning. The employee will perform work required for the care and maintenance of parkway trees, lawns, landscape beds and general grounds of Village-owned properties to enhance the look of the Village. The employee will also supervise and coordinate the maintenance of all Village-owned buildings and properties. Will be on call 24 hours a day, 365 days a year for snow removal, storm damage and other Village emergencies. Position requires the supervision of 1 full-time employee. Generally, days and hours of work shall be Monday through Friday, 8:00 AM to 4:00 PM, however, the employee is expected to adjust hours and days as necessary to meet the demands of operations.

Duties and Responsibilities:

- Be responsible for the maintenance, delegate and supervise the work for all Village-owned Buildings and Properties. This includes, but is not limited to, general maintenance such as carpet cleaning, repairs, painting, alarm maintenance, roof repairs, snow removal and needed construction or remodeling.
- Supervise, assign and oversee personnel to assure satisfactory performance of job duties in a safe, responsible and productive manner.
- Communicate effectively and courteously with the public and other employees of the Village.
- Make decisions related to the job and job tasks while working. Employee is given a high level of discretion and will be responsible for making independent decisions based on departmental policies and guidance from the Director of Public Works and the Village Administrator.
- Perform heavy manual labor for extended periods of time under all weather conditions.
- Perform tree inventories, evaluations and minor pruning.
- Collect parkway tree branches and debris post storms and heavy winds.
- Coordinate and oversee the planting of new parkway trees.
- Be responsible for and/or coordinate the seasonal floral planting, including preparing the soil, irrigation, purchasing flowers, weeding, watering and over all care around the Welcome to Norridge signs, around Village Buildings and in Village-owned planters.
- Maintain all Welcome to Norridge signs and areas around them.
- Work with private tree trimmers to coordinate major tree trimming and the pruning program.
- Oversee the landscaping contractor to coordinate lawn maintenance at all Village properties.
- Maintain and water newly planted sod installed by Public Works.
- Operate a bucket truck, chain saws and other tree related equipment.



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- Operate a variety of hand tools, mowers, snow blowers/snow throwers, salt spreaders, light and heavy machinery, sharp tools and automobiles and trucks for the purpose of performing all phases of arboricultural, landscaping and building maintenance at or around Village properties.
- Load and unload dirt, gravel, sand and debris.
- Purchase and spread mulch. Pull weeds in the mulch, as necessary.
- Clean and maintain equipment and small hand tools.
- Work with the Village on coordinating the use of the Community Center along with ensuring proper supervision during use, set up and clean up after each use.
- Cleaning and maintenance of the Community Center which includes, but is not limited to, dusting, vacuuming, mopping, cleaning bathrooms, cleaning the kitchen and setting up and taking down tables and chairs.
- Keep walks around Village-owned buildings and parking areas free of snow and ice, including but not limited to the Village Hall, Police Station, Police Garage, Estelle Sieb Community Center and the property located at Ozanam and Montrose.
- Be responsible for adhering to budget appropriations in the Village Properties Department. This includes regularly checking budget balances.
- Be responsible for adhering to the Village's Purchasing Policy and assisting in the development of bid packets and requests for proposals for purchases and services in the Village Properties Department.
- Complete service reports, as assigned. Follow up on all service requests.
- Respond to citizen requests, complaints and questions via phone and email.
- Prepare professional correspondence.
- Assist in decorating Village buildings and grounds during holidays.
- Plan and assist with various Village events.
- Be responsible for opening, staffing and coordinating the opening and closing of the Community Center when required to be a cooling or heating shelter.

Qualifications & Requirements:

- Successful passing of required pre-employment exams.
- Valid driver's license.
- High School diploma or equivalent.
- Minimum of 2 years supervisory experience.
- Minimum of 3 years of property maintenance experience is required.
- Must be able to proficiently speak, read and write the English language; any other language will be considered a plus.
- Working knowledge of Microsoft Word, Excel and Outlook.
- Strong interpersonal and communication skills.
- Certifications through the Illinois Arborist Association or equivalent are considered a plus.
- Job is subject to the Village's random drug and alcohol program.
- Must be flexible in adjusting working hours to accommodate scheduled events at the Community Center if no other employee is able to supervise, which can occur between the hours of 7:00 AM to 10:00PM. Hours may also need to be adjusted to accommodate duties associated with Village sponsored events.



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Physical Requirements:

- Work involves considerable physical activity in an indoor and outdoor setting with exposure to weather conditions and potential exposure to physical harm.
- Frequent need to walk, talk, hear, stand & use hands.
- Occasional climbing of stairs.
- Frequent reaching, squatting and bending.
- Crawling, as needed.
- Lifting, often combined with bending and/or twisting.
- Occasional extraordinary physical activity.
- Exposure to weather conditions.
- Operate a Village vehicle and get in and out of the vehicle many times throughout the day.

Starting Salary: \$65,000-\$75,000 +/- DOQ. The position includes excellent benefits: Illinois Municipal Retirement Fund Pension Plan; health, dental, vision, long-term disability and life insurance; vacation time; sick time; paid Holidays. The probationary period for all Village positions is 18 months.

In order to be considered for the first round of review, please remit your employment application by 12:00 PM on September 30, 2024. Applications will continue to be received and reviewed until the position is filled.

Applications may be mailed or hand delivered to:

Village of Norridge
c/o Joanna Skupien
4000 N. Olcott Ave.
Norridge, IL 60706