Position Opening Announcement  
Superintendent – Grounds and Natural Resources

The Kendall County Forest Preserve District is currently accepting applications for a full time Superintendent of Grounds and Natural Resources to oversee the operations and maintenance of the Kendall County Forest Preserve District’s natural and public use areas.

Interested candidates should submit a cover letter, completed application, and resume to:

David Guritz, Executive Director  
110 West Madison Street  
Yorkville IL 60560  
kcforest@co.kendall.il.us  
P: 630 553-4131  
F: 630 553-4023

Application deadline is Thursday, February 28, 2019 by 4:30 pm.
About the Kendall County Forest Preserve District:

Kendall County Forest Preserve District was established in 1965 by voter referendum under the State of Illinois - Downstate Forest Preserve District Act (70 ILCS 805/). The District is a county-wide municipal government agency governed by the Kendall County Forest Preserve District’s elected Board of Commissioners.

Kendall County Forest Preserve District maintains over 18-forest preserve areas totaling just under 3,000 acres including:

1. Harris Forest Preserve
2. Hoover Forest Preserve
3. Baker Woods Forest Preserve (Ellis House and Equestrian Center)
4. Pickerill-Pigott Forest Preserve
5. Richard Young and Lyon Forest Preserve
6. Millbrook North and Millbrook South Forest Preserves
7. Jay Woods Forest Preserve
8. Subat Forest Preserve
9. Blackberry Trail Forest Preserve
10. Maramech Forest Preserve
11. Henneberry Forest Preserve – Reservation Woods
12. Fox River Bluffs Forest Preserve
13. Little Rock Creek Forest Preserve
14. Newark Forest Preserve
15. Freeman Forest Preserve
16. Tucker-Millington Fen and Schessler’s Fen
17. Cannonball Sedge Meadow
18. Aux Sable Springs Park

The **mission** of the Kendall County Forest Preserve District is to acquire, preserve, and manage natural areas and open spaces, provide environmental education, and offer recreational opportunities for Kendall County residents.

The **goals** of the Kendall County Forest Preserve District are to:

1. Acquire and hold lands containing forests, prairies, wetlands, streams and other natural areas in order to preserve the flora, fauna and scenic beauties of Kendall County for the enjoyment of county residents and future generations.
2. Acquire and hold properties containing lands capable of being restored to a natural condition and lands that will provide recreational opportunities and facilities.
3. Utilize the forest preserves to provide educational opportunities for county residents regarding the natural systems, natural processes, and natural history of Kendall County.
4. Provide and maintain passive and active recreational opportunities and facilities for residents that are compatible with the District’s natural areas and open spaces.
5. Provide and maintain multi-purpose event facilities for residents that are compatible with District natural areas and open spaces.
6. Implement resource management practices and policies that maintain and enhance the biodiversity of District natural areas.
7. Maintain and enhance practices and policies that promote fiscal responsibility and organizational proficiency.
8. Maintain and enhance multiple media outlets to inform Kendall County residents of District programs, properties, facilities, and policies.
9. Partner with other governmental agencies, conservation organizations and private landowners to preserve natural areas, create greenway corridors, and develop linear trails.
About the Superintendent position:

The Superintendent of Grounds and Natural Resources reports directly to the Executive Director of the District, and directs the operations, projects, and maintenance activities of the Grounds and Natural Resources division. This position is directly responsible for maintaining and improving the District’s preserves, preserve amenities, and facilities. This position works directly with grounds maintenance and natural resources staff and volunteers, and provides oversight of outside contractors working within preserve areas. This position directs the District’s natural area management and ongoing restoration projects, and provides direct administrative support for day-to-day operations and permitting.

Primary responsibilities of the Superintendent of Grounds and Natural Resources include, but are not limited to the following:

1. Providing for the safety and security of the employees, volunteers, visitors, and District preserve areas;
2. Supervision, coordination, and direct participation within grounds and building improvement projects including construction, maintenance projects, and natural area restoration projects;
3. Planning, organizing, and supervising the activities of staff in proper repair and maintenance of mechanical equipment and systems, grounds maintenance, and custodial services for District buildings and preserve areas;
4. Supervision and management of permitted activities and programs.
5. Interviewing, selecting, training, and evaluating the work performance of grounds maintenance and custodial services staff;
6. Setting and adjusting employees’ hours of work;
7. Apportioning the work among grounds maintenance and custodial service employees and volunteers within the grounds maintenance division;
8. Preparing and maintaining confidential personnel records;
9. Handling employee and public complaints and grievances;
10. Maintaining production and operations records for use in supervision and control of the District’s repair, maintenance and custodial services;
11. Supporting the preparation of the annual budget for District operations and capital projects;
12. Managing and overseeing the District’s construction projects, grounds maintenance, and custodial services by setting the schedule for projects, and monitoring all ongoing projects;
13. Preparing monthly reports on activities for presentation to the District’s Board of Commissioners;
14. Development of preventative maintenance and recordkeeping procedures, ensuring that such procedures are carried out on a scheduled basis;
15. Preparation, maintenance and oversight of the inventory, maintenance, and repair records for all of the District’s equipment to ensure such records are accurate, complete and properly preserved pursuant to District policies and procedures;
16. Responding to off-hour emergency issues from preserve users.
17. Safely and effectively operating, maintaining and repairing the District’s vehicles, tools and equipment including, but not limited to, small dump trucks, snow blowers, salt spreaders, sod cutters, rototiller, chain saws, trimmers, sweepers, front end loaders, backhoes, forklifts, welders, sandblasters, grinders, cutting torches, air sprayers, power washers, chainsaws, and other mechanical tools.
18. Directing and overseeing controlled burns, brush removal, seed collecting and other natural area management tasks at District locations and preserves.
19. Composing and supporting grant administration for preserve improvement and natural areas management projects.
This position requires extensive knowledge of grounds maintenance tools and equipment use.

Applicants must possess a valid driver’s license, a valid Illinois Pesticide Applicators License (or be able to obtain a valid Illinois Pesticide Applicators License within the first ninety (90) days of employment).

Qualified candidates must be available to work Monday through Friday during normal business hours, and additional hours as needed including weekends and holidays.

The starting salary range for this position is $50,000 to $60,000 per year depending on experience and qualifications, with excellent benefits including medical and dental insurance, life insurance, and IMRF pension.

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Yorkville IL 60560  
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The District’s employment application is available online at:  

A final position description will be approved by the Board of Commissioners and posted online for review by Wednesday, February 6, 2019:  
https://www.co.kendall.il.us/forest-preserve/employment/

The deadline for submission of applications is Thursday, February 28, 2019 by 4:30 pm, and will remain open until filled.

The Kendall County Forest Preserve District is an equal opportunity employer.