

DIRECTOR OF BUILDING MAINTENANCE

FLSA Status-Exempt

Reports To: Chief Operating Officer

Direct Reports: Building Maintenance Technicians

Park Overview

Wildlife Prairie Park has often been referred to as a jewel in the Midwest. Located just outside of Peoria, Illinois, this 1,800-acre zoological park is home to over 180 animals representing more than 60 species native to Illinois. Our guests come to learn about wolves, bison, waterfowl, black bear, elk, cougar, otter and much more. The park opened in 1978 and since its inception Wildlife Prairie Park strives to promote its mission of conservation, education, and recreation.

Position Summary

This is a working director position that manages and supervises a team of building technicians and volunteers in the day-to-day operations of a complex zoological park that also boasts lodging, banquet facilities, trails, lakes, and many buildings. This position includes scheduling and supervising routine and preventative maintenance and repair on buildings, mechanical equipment, and utility systems. The Director of Building Maintenance will supervise and evaluate the performance of assigned staff.

Essential Duties and Responsibilities

- Collaborate with co-directors and the executive team to implement vision and strategic plan of the Friends of Wildlife Prairie Park Board of Directors.
- Serve on board-level committees to assess infrastructure needs.
- Communicate effectively with staff, senior leadership, and board members.
- Conduct regular department meetings to communicate priorities, operational updates, and safety expectations.
- Hold regular one-on-one meetings with direct reports to provide coaching, guidance, accountability, and performance feedback.
- Participate in park leadership meetings and contribute to organizational planning and operational discussions.
- Develop, implement, and regularly review departmental standard operating procedures (SOPs) to ensure operational consistency, efficiency, and safety.
- Develop, implement, and oversee preventative maintenance programs for park facilities, infrastructure, mechanical systems, and equipment to ensure long-term reliability and cost-

effective operations.

- Assist senior leadership with planning and prioritization of capital improvement projects, facility upgrades, and long-term infrastructure needs.
- Ensure park facilities, infrastructure, and maintenance operations comply with applicable building codes, safety regulations, environmental standards, and inspection requirements.
- Responsible for departmental budgets.
- Hires, coaches, reviews, and supervises building maintenance employees; makes effective suggestions and recommendations.
- Monitor and train workers, supervise the use and maintenance of equipment.
- Comply with all OSHA regulations and any applicable laws regarding health, safety, or environment.
- Ability to prioritize and delegate tasks while remaining flexible and accepting of changes.
- Ability to work with the Director of Grounds Maintenance in using both grounds and building crews on certain jobs.
- Implements standard operating procedures for the building maintenance department.
- Responsible for the maintenance and repair of over 72 buildings and structures including plumbing, mechanical, electrical, waterlines, HVAC and roofing inspections throughout the park including animal enclosures.
- Must have strong plumbing, electrical, and HVAC skills and be able to complete work alongside team members.
- Responsible for establishing a quick diagnosis of maintenance issues and finding solutions that ensure the Park's safety while balancing time sensitivity and cost.
- Responsible for the painting of structures, drywall, plaster, masonry work and woodworking projects.
- Responsible for maintaining inventory of supplies and ensuring adequate supplies are maintained.
- Responsible for reviewing contracts with vendors, reviewing the work performed by vendors for proper completion, and reviewing all billing related to building repair and maintenance.
- Responsible for the training of staff on how to safely operate, inspect, and perform preventative maintenance on a variety of equipment.
- Able to diagnose problems with equipment, troubleshoot, and complete basic repairs on equipment.
- Establish relationships with contractors, vendors, and other public works professionals.
- Assists in preparations and setup for special events, which may require flexible scheduling and working on holidays.
- Ability to work with the volunteer coordinator, assign and implement tasks for community service people and individual or group volunteers who volunteer in the building maintenance department.
- Operates hand tools, vehicles, and equipment, following all safety precautions.
- Provides courteous customer service to guests and the public, listens to all questions and inquiries, and acts accordingly.
- Understands written and verbal assignments and asks questions when needed.
- Keeps Park Administrator informed of issues and concerns within the organization.
- Accepts constructive input and implements instructions for improvement.

- Promotes a culture of safety in the workplace and reports safety hazards when observed.
 - Performs all other duties as assigned.
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Knowledge, Skills and Abilities

- Knowledge of building maintenance systems including plumbing, electrical, HVAC, roofing, water systems, and general construction.
 - Knowledge of safe operating procedures for equipment, machinery, tools, and hazardous materials.
 - Understanding of organizational structure, departmental operations, and budgeting practices.
 - Ability to supervise, train, and develop staff while fostering a positive team environment.
 - Strong leadership, organizational, and time-management skills with the ability to prioritize and delegate work effectively.
 - Ability to diagnose maintenance issues, analyze problems, and implement effective solutions.
 - Ability to operate and maintain a variety of tools, equipment, and machinery.
 - Strong interpersonal, verbal, and written communication skills.
 - Ability to build positive working relationships with staff, volunteers, contractors, vendors, and the public.
 - Ability to work collaboratively with other departments to support park operations and guest experiences.
 - Strong customer service skills and professional demeanor.
 - Ability to work independently while maintaining accountability to organizational goals and expectations.
 - Proficiency in Microsoft Office applications and ability to manage reports, schedules, and operational documentation.
 - Ability to work in indoor and outdoor environments and in various weather conditions.
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Education and Experience

- Experience managing employees is required.
 - Infrastructure, water, sewer, electric and construction experience is required.
 - High School degree or equivalent.
 - Five (5) years building maintenance experience required.
 - Must possess a valid driver's license.
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Physical Demands and Work Environment

Physical activities include working in confined spaces, bending, stooping, reaching, climbing, lifting, and working on ladders or bucket trucks. The position requires the ability to work in extreme weather conditions including heat, cold, rain, snow, and ice and may involve exposure to dust, chemicals, solvents, paints, and other materials associated with building maintenance.

Reasonable accommodations will be made in accordance with applicable law.