



3939 Nearing Lane Decatur, IL 62521 (217) 423-7708
www.MaconCountyConservation.org

Job Title: Operations Supervisor
Department: Operations
Reports To: Director of Operations
Position Status: Full-Time/Exempt
Posting Group: Leadership & Management
Job Type: Salaried
Closing Date: 05/30/2025
Salary: \$60,000-\$70,000

Summary: Under direction of the Operations Director, The Operations Supervisor oversees and supervises the maintenance and upkeep of the conservation areas, program facilities, and related infrastructure; ensures that the conservation and green spaces are safe, clean, and well-maintained for public use; leads and coordinates a team of maintenance workers; performs hands-on tasks as necessary; and manages maintenance schedules, budgets, and resource allocation.

Hours: Monday – Friday, occasional weekend and special events required. Must be able to work weekends, holidays, and irregular hours as necessary.

Required Qualifications:

- Bachelor's degree with a major course of study in forestry, natural resource management, park and recreation administration, or related field with emphasis in park, conservation, or forest preserve maintenance management
- 3+ years of leadership or project management experience
- 3+ years of experience in natural resources, and park or facility maintenance
- Strong knowledge of conservation areas, maintenance techniques, tools, and equipment.
- Familiarity with horticultural practices, landscape design, and turf management.
- Ability to utilize technology including project management software to delegate and track projects
- Excellent leadership and team management skills
- Ability to prioritize and delegate tasks effectively
- Strong problem-solving skills and ability to handle maintenance emergencies
- Good communication skills, both verbal and written
- Time management skills
- Must have a valid Illinois driver's license - CDL Class A
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire
- Burn Manager Certification or obtain within two years of hire
- NRPA Playground Safety Inspector Certification or obtain within one year of hire
- Current Pesticide Applicator's License or obtain one within one year
- Complete a successful background check, drug screening, and physical

Preferred Qualifications:

- 2+ years in a supervisory role
- 5+ years of experience in natural resources, and park or facility maintenance
- ISA Arborist certification
- Campground Operators Certification
- Outdoor Hospitality training
- Knowledge of and the ability to identify and care for native plants and manage invasives highly desired

Key Responsibilities:

- Supervise, train, hire, and evaluate a team of maintenance workers in the performance of routine and special maintenance tasks
- Coordinate and Schedule District trainings
- Oversee and ensure the proper maintenance of conservation areas, playgrounds, fields, trails, gardens, landscaping, and program facilities
- Schedule and assign tasks to maintenance staff, ensuring that all work is completed in a timely and efficient manner
- Inspect conservation areas and facilities regularly for safety hazards and necessary repairs, addressing issues promptly
- Manage inventory and procurement of tools, equipment, and materials needed for maintenance operations
- Develop and maintain maintenance schedules for seasonal tasks such as lawn care, tree trimming, and snow removal
- Maintain records of maintenance activities including repairs, inspections, and equipment usage
- Collaborate with other departments, contractors, and vendors as needed for specialized repairs or services
- Ensure compliance with environmental regulations, safety standards, and best practices in conservation area maintenance
- Respond to public inquiries, concerns, and requests regarding maintenance and conditions
- Participate in budgeting and cost-estimation for conservation area maintenance operations
- Monitor and ensure that maintenance staff follow safety protocols and use equipment properly
- Assist in planning and implementing capital improvement projects and conservation area renovations

Marginal Functions:

- Attend meetings of the Board of Trustees, Board committees and public committees when necessary
- Support special projects as needed

Psychological Considerations:

- Must work around general population in public areas

Physiological Considerations:

- Must be able to lift up to 50 pounds
- Physical dexterity and fine motor skills to operate machinery and equipment

Environmental Considerations:

- Exposed to various weather conditions including extreme heat, cold, rain, snow and ice
- Protective clothing must be worn when applicable
- Indoor environmental conditions include lighting and temperature
- Occasional hazardous working conditions on construction sites and along roadways
- Exposure to herbicides, pesticides and fertilizers

Cognitive Considerations:

- Must possess good problem-solving ability
- Must be able to comprehend and implement directions and effectively delegate them to others
- Must use good safety awareness and judgment
- May be required to respond to emergencies

The above is intended to describe the general content of and requirements for the performance of this job. It is **not** to be construed as an exhaustive statement of duties, responsibilities or requirements.

Why Work for Macon County Conservation District?

The mission of Macon County Conservation District is to promote the conservation of natural and cultural resources by acquiring, maintaining, and restoring areas of natural and cultural significance within Macon County, and to protect and preserve those spaces for the education, recreation, and enjoyment of all its citizens now and in the future. This includes protecting natural areas that improve air and water quality, providing habitats for native plants and animals, and restoring and preserving natural and cultural resources.

We offer top-tier benefits including health, vision, and dental insurance, IMRF pension plan, and generous time-off policies. Plus, we do work every day that benefits the community while ensuring that these resources are available for years to come. Learn more at MaconCountyConservation.org.

To Apply:

Please submit the following via email:

- **DETAILED Resume/Curriculum Vitae (CV)**
- **Tailored cover letter**

Submission Email Address: **nbesser@maconcountyconservation.org**

Submission Email Subject Line: **APPLICATION: Operations Supervisor**

*****You **WILL NOT** be considered for the position if your resume/cv and cover letter are submitted via a third-party website – it **must** be emailed*****

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding your submission from either of the following emails:

- nbesser@maconcountyconservation.org
- nbesser@maconccd.org

If you do not receive a confirmation that your submission was received within 5 days of submission, please email pjulius@maconcountyconservation.org.