



## **Project Manager**

### **Bartlett Park District**

**Contact Name:** Catalina Rodelo

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**Contact Phone:**

**Closing Date:** 2024-03-23

**Salary:** \$60,000 - \$65,000 DOQ

### **Description:**

#### **ABOUT US**

The Bartlett Park District is a local government agency that provides 610 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett, Illinois and surrounding neighbors. Major facilities of this Distinguished Accredited Agency and two-time National Gold Medal Finalist includes 44 parks, a community center, indoor and outdoor aquatic centers, a 9-hole golf course and an 18-hole golf course, banquet and reception facility, ski hill, athletic field complex, nature center, gymnasium, and more.

#### **JOB SUMMARY**

The Project Manager is responsible for supervising projects in all departments of the District. The Project Manager will assist with planning, design and development, as well as assist with the bidding process of various development projects throughout the district.

#### **PRIMARY DUTIES**

- Participate and manage District projects in all departments
- Assist with preparation of design development, construction document plans, specifications and cost estimates with staff and consultants
- Seek input in regard to planning and design functions from other departmental personnel. Plan and conduct public meetings to obtain additional information and solicit public input. Present projects to the Board for consideration as required
- Prepare bid specifications and documents to assist the District with the public bidding process. As well as review plans and specifications
- Oversee construction administration in conjunction with consultants, including review of product of submittals, process payment requests, and create purchase orders as required
- Research topics related to landscape and turf materials, hardscaped components, plant species, and playground equipment
- Monitor project costs, including change orders to maintain the project is within budget
- Ensure completion of necessary reviews, permits, approvals, zoning changes and compliance with policies, plans and regulations
- Participate in District replacement schedules and the development of the District's 5-year Capital Improvement Plan

- Assist in department and Capital budget planning
- Research and assist with the submission of grant applications for park development projects
- Assist with updating the District's ADA transition plan, including implementation of the District's ADA related improvements to construction projects
- Perform site safety and compliance checks to verify projects are being completed per District specifications
- Attend professional educational conferences and workshops as they pertain to the position
- Perform other duties as assigned by the Superintendent of Parks and Planning and/or the Executive Director

### **QUALIFICATIONS**

- Associate's Degree or higher in Project Management, Construction Management, or related field is preferred
- Minimum of three (3) years of related experience and/or training
- Must be proficient in Microsoft Office, database software, internet and website portals
- Knowledge of planning projects, preparing bid specification documents and contracts
- Must possess and maintain a valid Driver's License and be able to commute between parks and facilities

### **SCHEDULE & PAY**

This is a Full-Time, FLSA Exempt, at-will position. Hours are Monday-Friday, 8:30AM – 4:30PM (40 hours per week with nights and weekends as needed). Salary Range is \$60,000 - \$65,000 DOQ.

### **BENEFITS OFFERED**

In exchange for your time and talent, we offer a generous benefit package (including but not limited to):

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457 Nationwide plan, and Section 125 Flexible Spending Account
- Paid holidays and vacation, sick, personal, and floating holiday time, and facility discounts & usage benefits

**Interested applicants please apply via the Park District website** Employment - Bartlett Park District ([bartlettparks.org](http://bartlettparks.org)). **Please include your Resume and Cover Letter.**

**Deadline to apply is March 23, 2024. Bartlett Park District is an Equal Opportunity Employer.**