



Planning Manager

Plainfield Park District

Contact Name: Linda Michels

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Closing Date:

Salary: Starting Salary Range \$53,000 - \$63,000 annually

Description:

Plainfield Park District is seeking a Planning Manager

The position comes with an extremely favorable employee benefits package:

100% Employer Paid HMO BCBS Health Insurance OR Low cost PPO BCBS Single \$8.35 per pay period, Family \$30.87 per pay period

100% Employer Paid Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- up to \$400 yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund.

Starting Salary Range: \$53,000 - \$63,000 annually

GENERAL PURPOSE:

Under the supervision of the Director of Planning, assist with planning, design, development, and bidding of various development projects. Update and maintain the District's GIS database and Planning files. Participate in master planning, capital improvement, annexation and natural areas management.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Participation in master planning, capital improvement planning, site planning and site improvement processes.

Assists in department and Capital budget planning.

Prepares or coordinates and supervises the preparation of sketches, working drawings, specifications, cost estimates, bid documents and contract documents for projects, including the preparation of staff recommendations for approval by the Board.

Reviews, supervises and inspects the construction/renovation of park and facility improvements to

ensure specification compliance, satisfactory completion and to provide direction to staff and contractors involved in projects. Makes regular site visits and prepares punch lists.

Assist in the design and development of maintenance procedures.

Maintains complete and accurate files on all planning, design, construction and cost for all projects.

Maintains and updates site plans, park utility maps, playground plans and maintains CAD files and GIS database for park boundary, topographic surveys and park assets.

Participates in the District's annexation process and public land dedication ordinance.

Attends District-wide meetings on a regular basis, Board meetings as requested.

Must be CPR/AED certified or have the ability to become certified through our District.

QUALIFICATIONS:

Four-year degree with major course work in project management, landscape architecture, or a related field with a minimum of three years of applicable, professional work experience preferably in a municipal setting.

Extensive knowledge of landscape architecture and architectural planning is preferred. A State of Illinois license in Landscape Architecture is desired.

Must have experience working with construction contracts, bid documents and specifications.

Proficient in AutoCAD, GIS, Photoshop, Adobe Suite and Microsoft Office.

Proficient working knowledge of Americans with Disabilities Act (ADA), Illinois Environmental Barriers Act and Illinois Accessibility Code (IAC).

Ability to effectively lead projects and work well with outside parties and contractors.

Exceptional communication skills and customer service skills.

Valid driver's license required.

Ability and willingness to work independently with little supervision.

Plainfield Park District is an Equal Opportunity Employer.