



## Project Planner

Forest Preserve District of DuPage County (EOE)

**Contact Name:** <https://dupageforest.isolvedhire.com/jobs/725750.html>

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**Contact Phone:**

**Closing Date:**

**Salary:** \$47,876-\$63,836

### Description:

The Forest Preserve District of DuPage County provides opportunities for people to connect with nature. We offer to the public 60 forest preserves, 145 miles of trails, 47 miles of rivers and streams, and 6 nature and cultural centers. We have 6 million visitors each year.

The District's mission is, "to acquire and hold lands containing forests, prairies, wetlands and associated plant communities or lands capable of being restored to such natural conditions for the purpose of protecting and preserving the flora, fauna and scenic beauty for the education, pleasure and recreation of it's citizens.

### Job Purpose

This position performs project management for planning, designing, and implementing intermediate capital preserve master plan and improvement projects throughout the District, using professional landscape architecture principles and practices, which allow the public to access and interact with preserves and their natural resources in a responsible and safe manner in adherence to the District's Mission and federal, state, and local regulations.

### Essential Duties and Responsibilities

Prepare construction drawings, details, specifications, quantity takeoffs, and cost estimates for trails, roads, parking lots, recreational facilities, landscape restoration, water resource improvements and historical/cultural site developments.

Administer bid process, contracts, conduct construction meetings and inspections, prepare agenda, meeting minutes, observation reports and perform verification of insurance requirements, processing pay requests, recommendations for field changes, and submittals for change orders.

Conduct site analysis, collect field data, and perform topographic survey and tree inventories at construction sites utilizing traditional and GPS and Total Station survey equipment.

Prepare design programs and preliminary conceptual design options and costs incorporating comments.

Prepare hand rendered and digital graphic exhibits, slides, and reports for presentation to District staff.

Assist with preserve master planning and prepare master plans for long-range preserve

improvements.

Coordinate with District staff to resolve in-house requests.

Prepare landscape restoration plans for natural resources, storm water facilities, and developed sites.

Perform office duties including ordering drafting supplies and organizing flat file data and drawings.

Perform other duties as required.

Starting Salary: \$47,876 - \$63,836

Benefits: Medical (PPO and HMO plans through Blue Cross Blue Shield), Dental, Vision, Flex Spending, Wellness Screenings, Life Insurance, Tuition Reimbursement, 12 paid Holidays, 12 paid Vacation Days, 5 paid Personal Days, 8 paid sick days, Pension through Illinois Municipal Retirement Fund (IMRF)

#### Education and Experience Required

Education: BS/BA in Landscape Architecture, or related field.

Related Experience: Three (3) years of progressively responsible experience in design project implementation work; or equivalent combination of training and experience.

Knowledge Of: Theory, principles, and practices of landscape architecture and design; contract administration; construction documents and specification writing; plant material identification and design; surveying; construction detailing, grading, and drainage; construction methods and materials; office word processing, database, and spreadsheet software packages; two and three dimensional computer aided design programs, graphic rendering and visualization programs; project management software, and other computer programs.

Skills In: Developing, planning and overseeing programs related to the assessment and planning of landscape and natural resource restoration; historic preservation; recreational facilities and designs; preparing both hand rendered and digital presentation graphics ; performing mathematical computations as applied to field surveying, cost estimating, and quantity takeoffs; developing grading and construction plans; communicating effectively, verbally, graphically, and in writing; establishing and maintaining effective working relationships; managing multiple projects and deadlines.

The Forest Preserve District of DuPage County is an EEO employer. We provide equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.