



Park Planner

Arlington Heights Park District

Contact Name: Ben Rea
Contact E-mail: Brea@ahpd.org
Contact Phone:
Closing Date:
Salary: \$75,000-\$78,500 DOQ

Description:

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District are stewards of five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three times National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

GENERAL PARKS AND PLANNING INFORMATION

The Park District's 714 acres and 22 buildings are maintained by the staff in the Parks and Planning Department. The grounds department maintains the 58 parks with 43 tennis courts, 16 pickleball courts, 21 soccer fields, 42 baseball/softball fields, 24 basketball courts and 22 miles of paved walking and biking paths. The trades department is dedicated to their trade responsibilities of HVAC, pool maintenance, fleet, electrical, plumbing, and carpentry. While each has their own dedicated responsibilities, they also work together across disciplines to provide quality and efficient service and repairs. Staff work cooperatively alongside the Park Planner and Director of Parks and Planning to deliver fun and safe engineering, design, landscaping, and construction management functions involved in all parks and recreation facilities.

JOB SPECIFIC INFORMATION

Join the Parks Department and become part of the team that helps guide and implement the capital improvements of the District. This position reports to the Director of Parks and Planning and is instrumental in shaping the development of the District. The Arlington Heights Park District continues to focus on infrastructure improvements and will begin a final design for an OSLAD Grant at Recreation Park this summer.

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

Medical, Dental and Vision coverage
Life Insurance (basic & voluntary additional coverage)
IMRF Defined Benefit Pension
Short- and Long-Term Disability (IMRF)
457 and ROTH 457 Defined Contribution Plans
Medical and Childcare Flexible Spending Accounts
Paid Time Off (sick, vacation and Floating Holidays)
PPE Reimbursement
Park District facility memberships and program discounts

ESSENTIAL JOB DUTIES

Prepares plans, specifications, bid documents, and estimates for development and construction of park and recreation facilities
Reviews and approves plans and specifications prepared by others for park construction contracts
Manages park and recreation facility construction projects to determine conformance with approved plans and specifications
Prepares permits, records, and reports for construction and other special projects
Prepares design development drawings and illustrations for presentation purposes
Makes estimates of quantities and costs for construction of park and recreation projects
Prepares grant applications for park development projects
Develops budget requirements for park planning activities
Coordinates community events and volunteer projects related to park development
Provides assistance with the Village of Arlington Heights Planning Department and Plan Commission for matters relating to the Land Dedication Ordinance and the Village Recreation Development Plan
Administers Buy-A-Brick and Memorial Programs
Hires, trains, supervises and evaluates Park Planning Interns, if any
Prepares board summaries, monthly reports, and periodic and special reports

SKILLS AND QUALIFICATIONS

BA/BS in Landscape Architecture, Urban Planning or closely related field from an accredited college or university

Minimum of two to four years demonstrated success as a landscape architect or urban planner

Or, any equivalent combination of education, experience and training

Valid Illinois Class "D" Driver's License

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.

Qualified applicants are encouraged to apply via

<https://ahpd.bamboohr.com/careers/75?source=aWQ9MjQ%3D>