



Project Manager

Mt. Prospect Park District

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Closing Date:
Salary: \$75,000+, DOQ

Description:

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

We are searching for a full-time Project Manager. Under the direction of the Director of Parks and Planning, the the Project Manager is responsible for planning, design, development, and bidding of various development projects.

Interested candidates should submit an application via Frontline applicant tracking at:
<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Administration>

Or, you can visit us at www.mppd.org – click on *Job Opportunities* at the top right of the page and then look under *Vacancies for the Administration/Project Manager* job posting.

The starting annualized salary for the Project Manager is \$75,000+, depending on qualifications. Plus, we offer a generous benefits package including medical, dental, short-term disability, long-term disability (IMRF), life insurance, VSP-vision discount program, pension (IMRF), 457 deferred compensation plan, paid time off, and park district facility discounts and usage benefits.

Must be able to successfully pass a pre-employment criminal background check and drug screen.

JOB DUTIES:

Prepare bid specifications and documents to assist the District with the public bidding process.
Review plans and specifications.

Research topics related to landscape and turf materials, hardscaped components, plant species, facility mechanical equipment, and playground equipment.

Oversee construction administration in conjunction with consultants, including review of product submittals, process payment requests, and create purchase orders, as required.

Assist with grant applications for both state and federal grant projects. Prepare grant progress reports.

Assists in department and Capital budget planning.

Monitor project costs including change orders to maintain the project is within budget.

Assist with the preparation of schematic design, design development and construction document plans, specifications and cost estimates with staff and consultants.

Review, supervise and inspect the construction/renovation of park and facility improvements to ensure specification compliance, satisfactory completion and provide direction to staff and contractors involved in projects. Make regular site visits and prepare punch lists.

Ensure completion of necessary reviews, permits, approvals, zoning changes and compliance with policies, plans and regulations.

Assist with updating the District's ADA transition plan including implementation of the District's ADA related improvements to construction projects.

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.

Assist in the development of a tree inventory, removal, and replacement schedule for the District.

Perform site safety and compliance checks to verify projects are being completed per District specifications.

Prepare District replacement schedules and participate in the development of the District's 10 year CIP.

Attend professional conferences and workshops in related areas of responsibility and for continuing education.

Be proficient in all existing Park District policies, procedures and developments as required.

Perform all other duties as assigned by the Director of Parks and Planning and/or the Executive Director. In an emergency, perform all duties as required.

QUALIFICATIONS:

Experience in Park Management, Construction Management, Architecture, Engineering, or related field, plus three or more years of related experience and/or training; or equivalent combination of education and experience. Professional work experience in a municipal setting is a plus.

Must have the ability to obtain a CPSI certification and maintain throughout employment with the District, if requested.

Must be proficient in Microsoft Office, Google Workspace, database software, internet and website portals. Knowledge of AutoCAD is a plus.

Must have a working knowledge of planning projects and preparing related designs, estimates and specifications.

Must be able to maintain positive and effective working relationships with other supervisors and subordinate employees. Must be able to work harmoniously with fellow employees, patrons, community groups and other units of local government.

Must have the capacity to be self-motivated and achieve goals with minimal supervision or direction.

Must be able to follow directions and communicate both orally and in writing. Must be able to communicate effectively to allow for coordination of work, safety and in emergency situations as needed.

Must possess and maintain a valid Driver's License and have the ability to commute between parks and facilities.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS AND REQUIREMENTS:

Sitting for sustained periods of time while completing work.

Repetitive hand/arm movements such as when working on a computer keyboard, calculator, etc.

Some bending, kneeling and reaching for items off the floor and high shelves.

Ability to lift 25+ pounds for supplies and other items.

The general work area is an indoor, smoke-free environment with controlled temperature and fluorescent lighting.

Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending job-related activities at locations away from the office.

Infrequent exposure to cleaning materials and office supplies.

Capacity to work in a high-stress environment under multiple deadlines and with frequent interruptions.

Due to the needs of the Park District, evening, weekend, and holiday hours may be required. Your work schedule may vary and your workweek may exceed 40 hours at times.

**Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion, or modification of essential job duties.
The Mt. Prospect Park District is an equal opportunity employer.**