



Project Planner

Mt. Prospect Park District

Contact Name: Mary Kiaupa
Contact E-mail:
Contact Phone: 847-255-5380
Closing Date:
Salary: \$75,000+, DOQ

Description:

We have an exciting new opportunity for a Project Planner. Under the general direction of the Director of Parks and Planning, the Project Planner is responsible for planning, design, development, and bidding of various development projects. Candidates must hold and maintain a valid driver's license and be able to successfully pass a pre-employment physical with a drug screen and a criminal background check. The starting salary for the Project Planner is \$75,000+, depending on qualifications. Plus, we offer a generous benefits package including medical, dental, IMRF pension enrollment (Illinois Municipal Retirement Fund), short-term disability, long-term disability (IMRF), life insurance, VSP-vision discount program, 457 deferred compensation plan, paid time off and park district facility discounts and usage benefits.

Interested candidates should apply online:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Maintenance>

Mt. Prospect Park District Project Planner

ESSENTIAL 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.

Research and administer grant applications for both state and federal grant projects. Prepare grant progress reports.

Assist with department and Capital budget planning.

Prepare estimates of quantities and costs for construction of park and recreation projects.

Prepare schematic design, design development and construction document plans, specifications and cost estimates with staff and consultants.

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.

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.

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.

SECONDARY JOB DUTIES:

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

Attend staff meetings as required.

Maintain a clean and organized work environment.

Serve on a District committee as requested.

May be required to work special events from time to time at nights and on weekends.

Additional functions as assigned which may be considered essential.

QUALIFICATIONS:

Experience in Park Management, Urban Planning, Architecture, Engineering, or related field, plus three (3) 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.

Knowledge of the principles and practices of landscape architecture as applied to the design and development of parks and recreation facilities.

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

Must be proficient in AutoCAD, Microsoft Office, Google Workspace, database software, internet and website portals.

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.**