



Manager of Capital Projects (full-time, up to \$82,000 per year)

Schaumburg Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: Up to \$82,000 per year

Description:

ABOUT US

The Schaumburg Park District is an award-winning public agency that provides its 80,000 residents with a wide variety of recreational facilities, programs, events, parks, and open spaces.

JOB SUMMARY

Under the general direction of the Superintendent of Capital Projects & Planning, the Manager of Capital Projects is responsible for project management of the district's facilities. The Manager of Capital Projects will assist the Superintendent of Capital Projects & Planning with construction supervision, creating building plans, capital improvement planning, facility condition assessments, and management activities of facility projects.

LOCATION: This position is located at Schaumburg Park District's Jerry Handlon Administration Building (235 E. Beech Drive, Schaumburg, IL).

QUALIFICATIONS: The best candidates will have a Bachelor's Degree in architecture, engineering, project management or a related field. At least five (5) years of related experience required. Will consider an equivalent of relevant education, certifications, and experience. Project Management Certification (PMP) preferred.

PAY, BENEFITS & WORK SCHEDULE

This is a full-time year-round exempt position. **Target hiring range is \$73,000 - \$82,000 per year** DOQ (depending on qualifications). Schedule is generally Monday – Friday from 8:30am – 5pm. Our full-time benefits package includes:

- **Free and/or discounted Park District classes, programs, events, and memberships for you and your family*! (*see definition*)**
- Medical Insurance
- NEW! Zero Card
- Dental Insurance
- Vision Insurance
- FSA Healthcare

- FSA Dependent Care
- Basic Life Insurance
- Voluntary Life Insurance
- AFLAC Indemnity Plans
- IMRF Pension (Retirement, Disability, Life)
- 457 Retirement Plan (Nationwide)
- Paid Vacation, Personal Days, Floating Holidays, and Sick Time
- Employee Wellness Programs and Incentives
- Employee Recognition Programs

APPLY NOW!

Visit us at: <https://schaumburgparkdistrict.bamboohr.com/jobs>

***** Position will be open until filled. ** Schaumburg Park District is an Equal Opportunity Employer. *****

Keywords: park, parks, recreation, supervise, supervisor, supervising, manage, manages, manager, managing, management, administration, collaboration, Microsoft Office, Questica, Ariett, BHFX, City Works, project management, engineering, planning, renovation, design, master planning, master plan, capital projects, budget, budgeting, facility, facilities, improvement planning, projects, vendors, bids, bidding, bid, contracts, agreements, Auto Cad, Revit, architecture, grants, grant applications, ADA compliance, construction