



## **Superintendent of Projects and Planning**

### **Wheeling Park District**

**Contact Name:** Matt Wehby

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**Closing Date:**

**Salary:** 95,000.00 - 130,000.00 DOE

#### **Description:**

**Job Title:** Superintendent of Projects and Planning

**Job Status:** Full Time – Exempt

**Division:** Administration

**Primary Work Location:** Parks and Facility Services Building

**Reports To:** Deputy Director

**Supervisory Responsibility:** None

#### **Position Summary**

Responsible for management, development and direction of planning projects and the design, planning, development, and renovation of lands, facilities and buildings owned or managed by the District. Represents the District to organizations and governmental entities. Supervises work of all contractors implementing the construction of planning projects.

#### **Essential Job Duties**

- Design, compile plans and specifications, contract, and otherwise perform all duties with respect to park design, master and land planning, facility planning and landscape architecture.
- Assist in the planning and development of goals and objectives of the park district.
- Responsible for preparing cost estimates, bid documents and department budget, and managing budgeted expenditures.
- Responsible for assisting in the development, design and management of park development by providing support to the Project Managers.
- Prepare and process project bid documents, Requests For Proposals (RFPs), correspondence, reports, contract documents, legal notices, testing and inspections. Review bids and proposals to make recommendations on awarding of contracts.
- Responsible for planning, designing, estimating, budgeting, soliciting and overseeing consultants; preparing construction drawings and specifications; bidding, administering contracts and supervising construction for all capital development, restoration and replacement projects.

- Coordinate the preparation and implementation of schematic plans, design development, specifications, and cost estimates with architects, engineers, consultants, and related professional service providers.
- Present feasibility studies, cost estimates, schedules and programs for assigned projects.
- Assist staff in the planning and development of the Comprehensive Capital Development Plan.
- Prepare and administer capital development, maintenance and equipment budgets and comprehensive master plan on a regular basis.
- Prepare and administer governmental grant programs.
- Act as liaison and primary contact for land-cash donations with developers within Park District boundaries.
- Manage District compliance with ADA requirements as they pertain to Parks and Facilities; also maintain compliance with playground and other public safety issues.
- Attend meetings, serve on committees and act as liaison with public jurisdictions, planning committees and the public as required.
- On behalf of the Park District, present information pertaining to planning and development to the Village Board, Plan Commission, special interest groups, homeowner associations and Park Board and staff.
- Manage planning personnel as assigned.
- Perform other duties as assigned by Executive Director.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.

## **Position Requirements**

Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's degree in landscape architecture, land use or park planning, civil engineering, project management, or related field; a minimum of five (5) years of full-time related experience and a minimum of two (2) years of supervisory or administrative experience. Registered Landscape Architect desired. Substantial skills and knowledge of park planning, project design and contract management. Proficient in use of AutoCAD and experience with Microsoft Office. Desire four (4) years of progressively responsible experience in park project management in a municipal or park district setting and/or the equivalent combination of education, training and/or experience.

## **Skills and Abilities**

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

## **Knowledge**

- Knowledge of methods and principles of administration including supervision, personnel management, bid document preparation, budget development and control.
- Experience in preparing and administering grant applications and programs.

## **Physical Requirements**

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

### **Working Conditions**

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.
- Telecommuting eligible position

**Rate of Pay:** \$95,000.00 - 130,000.00 DOE

In exchange for your time and talent, we offer a generous benefits package including: Medical Insurance: Blue Cross Blue Shield HMO, or PPO, Dental Insurance, Vision Insurance, Life Insurance, Pension/Benefit Plan (IMRF), and more.

Please complete the full application with the Wheeling Park District via the following link:  
<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=145725&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>