



CIP Project Manager/Landscape Architect Rockford Park District

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Closing Date:
Salary: \$71510.40 - \$107265.60 / Year

Description:

CIP Project Manager/Landscape Architect:
<https://secure6.saashr.com/ta/6099707.careers?ShowJob=604432323>

- Location - 401 South Main Street, STE 101, Rockford, IL, 61101-1321, United States
- Base Pay - \$71510.40 - \$107265.60 / Year
- Job Category - Full-Time, Capital Planning
- Employee Type - Full Time Exempt
- Required Degree - 4 Year Degree
- Minimum Experience - 3 Years
- Maximum Experience - 5 Years

Description

Title | CIP Project Manager/ Landscape Architect

Department | Capital Planning

Status | Full Time

Office Location | Webbs Norman Center

Reports To | CPAM Manager

FLSA Status | Exempt

Position Description | Performs design work for small to medium size projects and carries them through from design to project closeout. Monitors and ensures quality design and construction and sees that each finished project meets or exceeds the expectations of our citizens.

ROCKFORD PARK DISTRICT VISION, MISSION AND LEADERSHIP BY VALUES

Agency Vision | To be the best urban parks and recreation system in North America, as measured by national standards and the citizens we serve.

Agency Mission | The Rockford Park District is in business to “help people enjoy life” by providing a quality park and recreation system.

Vision & Planning System | The District aligns itself and all its resources to achieve its purpose, vision, mission, and priorities. This successfully drives the strategic plan, operational plans, and performance goals.

Policy Management & Operations System | Every team member serves as an active contributor in the

development of the team's operational plan; develops job strategies and plans that support the team's operational goals; identifies timetables for completion; plans daily work activities in an organized manner ensuring effective utilization of time and resources in the completion of job tasks.

Leadership by Values System | Leadership by Values can only be achieved if all team members believe in and live by these shared values: accountability, integrity, passion, agility, relationship oriented, results driven, service oriented, respectful, and innovative. While all team members share these essential values, our culture is enriched by and welcomes the diverse supporting values of its team members.

Diversity, Equity, Inclusion and Belonging Statement | The Rockford Park District is committed and accountable to being a place where everyone is invited and belongs, as demonstrated by being an inviting, equitable, and inclusive environment, respectful of all people, embracing diversity, creating accessibility and valuing all team members, partners and community members for their unique experiences and backgrounds.

RELATIONSHIPS TO RESULTS CULTURE

Definition | Sustained by long-term, positive, exceptional relationships with stakeholders and team members as our hallmark of success.

ONE TEAM, ONE GOAL COMMITMENT

Definition | To work together to achieve the mission, vision, and shared values of the Rockford Park District.

Connectedness | Departments are truly interconnected to support the mission and vision of the Rockford Park District.

ESSENTIAL FUNCTIONS include the following. Other duties may be assigned

Leadership by Values Support and ensure a culture of diversity, equity, inclusion and belonging exists in all areas of the Rockford Park District.

Establish and maintain a high level of citizen confidence.

Demonstrates the principles of One Team, One Goal in daily interactions with staff and guest.

Assist with establishing and maintaining exceptional relationships with internal team members and external stakeholders. **Operational Excellence** Monitors CIP projects to insure design quality standards are met for aesthetics, materials, and asset sustainability.

Monitors project costs (including change orders) to maintain the project within budget.

Gathers appropriate information from staff to establish score, schedule, and costs for CIP projects. Prepares bid forms, specifications, and drawings for assigned projects. Works with purchasing department to create a bid package. Prepares Staff Recommendation/Board Actions for review by supervisor.

Visits each construction site to ensure the projects are progressing according to schedule.

Creates or gathers visual material for various presentations.

Has available updated project status information. Maintains hard files for all assigned C.I.P. projects.

Maintains an organized office environment by creating accessible informative files for all projects.

Utilizes professional design skills and GIS mapping skills to create design concepts for site plans, construction projects, and playgrounds.

Collaborates with graphic artists in the design and specification of all outdoor parks to maintain RPD design standards.

Community Relations/Partnerships Meets with consultants to negotiate fees, give direction, and establish schedules for specific projects. Communicates with contractors on the score of projects.

Gives detailed direction regarding schedule and quality construction. Continually communicates with staff, contractors, and design consultants to ensure successful and timely completion of projects.

Meets with vendors/suppliers to discuss products and services to determine which products will best suit the needs of the Rockford Park District. Responds to citizen inquiries in a timely manner.

Represents the Rockford Park District in the community when called upon to present CIP related projects. Conducts neighborhood meetings to both gather input from citizens and present projects to the users.

Maintains green/sustainable design. **Compliance** Maintains a working knowledge

of department safety procedures. Attend safety training programs and educational in-service trainings as required. Attends safety training programs as required. Conducts inspections to assure that work performed meets expected quality standards. Reviews consultants drawings and specifications as to ensure that the requirements of the projects are met.

Requirements

Education/Experience

Bachelor's degree (B.S.) in Recreation or Physical Education and 3-5 years of work experience in Recreation/Sports Management. CPSI – Certified Playground Safety Inspector (Preferred)

Critical Skills, Knowledge, and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions: Work effectively with other District employees, partners, vendors, donors, and volunteers Ability to professionally network and publicly represent the district Have a team orientation approach when working with others Ability to travel as needed and maintain a valid driver's license Ability to use design principles in project development and implementation. Knowledge of construction management practices and procedures. Knowledge of budget preparation and control; project scope identification and critical path methods for project implementation. Timeline management Strong communication and project management skills. Ability to function in a very flexible environment. Ability to lead and facilitate groups and committees on complex issues and projects. Ability to maintain project quality control, and demonstrate analytical skills to identify solutions to various problems. Can create effective detailed proposals or reports. In-depth knowledge of physical plant organization and administrative procedures. Knowledge of Rockford Park District polices, procedures, and functions. Utilization of technologies to enhance productivity and performance (e.g. information management systems). Working knowledge of automated project management and preventive maintenance programs. Knowledge & ability to develop GIS software skills. Knowledge of playground construction & playground safety.

Physical Requirements

The physical demands 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: **Light work:** Exerting up to 20 pounds of force occasionally

Exerting up to 10 pounds of force frequently

Exerting a negligible amount of force constantly to move objects

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

Works in normal office environment.

Summary

Perform design work for small to medium size projects and carry them through from design to project closeout. Monitor and ensure quality design and construction and see that each finished project meets or exceeds the expectations of our citizens.