



Parks Planner

Wilmette Park District

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Closing Date:
Salary: \$79,049 - \$106,716

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts, & usage benefits.

Benefit Summary Link: <https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

SUMMARY:

The Parks Planner is responsible for the planning and design related to the development, maintenance and renovation of parks and facilities. Oversee grant applications and processes, bid specifications, requests for proposals and contracts.

SUPERVISORY DUTIES:

- Oversee and manage projects and personnel related to those projects

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Research topics related to landscape and turf materials, hardscaped components, plant species, playground equipment, and make recommendations
- Works closely with the Village committees (permitting, appearance, planning, etc.)
- Design parks, playgrounds, sports fields, landscaped and hardscaped areas, pathways, bridges and open space
- Prepare, interprets and implements plans for various park and facility improvements, including but not limited to, facility renovations or improvements, playground renovation, athletic facility development, parking lot and road construction
- Seek input in regard to planning and design functions from other departmental personnel, and plans and conduct public meetings to obtain additional information and solicit public input
- Maintain records and files of the department, and prepares and presents graphic and written material for public display
- Develop long-range capital improvement recommendations in line with the comprehensive and strategic plans

- Prepare cost analysis for service, park development, and other improvement projects
- Supervise the development and construction of special improvement projects
- Prepare specifications and bid documents and supervises the bidding process for projects and services which are to be bid competitively
- Create and/or coordinate grant applications, prepare grant progress reports, and prepare reimbursement requests
- Assist in the creation, execution, and management of Parks and Planning annual budget in accordance with Park District policies and procedures
- Oversee the work performed by contractors, consultants, freelancers, vendors or volunteers
- Drive Park District vehicles, as needed
- Actively contribute to the Park District's sustainability goals
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities
- Perform other related duties as assigned, based on agency needs

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents
- Obey the safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, or Human Resources/Risk Management division
- Attend and participate in required safety training
- Report all accident and incident reports to Superintendent of Parks and Planning that occur under area of responsibility

QUALIFICATION REQUIREMENTS:

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- At least 21 years or older
- Bachelor's degree in Park Management, Urban Planning, Landscape Architecture, Engineering, or related field, or five or more years equivalent combination of education and experience

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must hold a valid Class D driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years

KNOWLEDGE, SKILLS AND ABILITIES:

- Planning and design principles and ability to relate those principles to the park and recreation fields and facilities
- Principles and techniques relating to construction materials and methods
- Turf, tree, and shrub management and the use of plant materials

- Development of specifications and bid documents
- Drawing and lettering of plans and other graphic presentations
- Knowledge of requirements from regulatory agencies (permits, water retention, etc.)
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to speak effectively and present information before groups of customers or employees of organization
- Ability to deal with problems involving a few concrete variables in standardized situations
- Knowledge of and ability to apply Americans with Disabilities Act to construction projects
- Reading, writing, speaking and understanding English language.

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking. Knowledge and skill with AutoCAD

PHYSICAL DEMANDS/WORK ENVIRONMENT:

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.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; push, pull, carry, and repeatedly stoop, kneel, crouch, or crawl
- Must be able to drive and operate equipment of all types
- The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration
- The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock
- The noise level of the work environment is usually moderate to loud

HOURS:

- Normal working hours are Monday through Friday, 7 am to 3:30 pm, extra hours are required at various times
- Ability to work a varied schedule including some nights and weekends, based on the season
- General hours of duty will be approved by the Superintendent of Parks and Planning

Apply online at: <https://wilmettepark.org/employment/>