



## **Park Planner**

Northbrook Park District

**Contact Name:** Nicole Wrobel

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**Closing Date:**

**Salary:** 70,000-82,000

### **Description:**

**JOB STATUS:** Full time

**DIVISION:** Parks and Properties

**FSLA STATUS:** Exempt

**JOB LOCATION:** Joe Doud Administration Building

### **Compensation & Hours:**

\$70,000-\$82,000 per year (DOQ)

This is a full-time, exempt position, Monday – Friday 8:00 AM-4:00 PM

### **Benefits**

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

To view job description, [click here](#).

Due to a retirement, we have a new opportunity at the Northbrook Park District!

Join our amazing team as a Park Planner! Under the direction of the Planning and Project Manager, this role's overall purpose is to assist and lead in managing and overseeing various projects and tasks related to the District's Comprehensive Master Plan and Capital Improvement Plan. This includes both large- and small-scale projects, service contracts District-wide, and large-scale purchasing. The position also involves project planning, budgeting, and compliance with relevant standards such as the ADA (Americans with Disabilities Act), as well as local, state, and federal standards. The role requires strong organizational, communication, and leadership skills and involves working across various departments and with external vendors and agencies.

### **Essential Job Duties**

- Assist the Project and Planning Manager in coordinating various phases of master planning, long- and short-term capital improvement planning, site planning, and site improvement processes.
- Prepare specifications and project manuals for projects and service contracts requiring a public bid or a request for proposals.
- Administer public bid requirements, working closely with other Divisions.
- Prepare and submit permits to relevant agencies.
- Prepare contracts and agreements with contractors/vendors across multiple Divisions and prepare memorandums for contract approval.
- Supervise project work and schedule contractors. Observe construction through site visits, submit progress reports, maintain records, recommend change orders, progress payments and final payouts.
- Coordinate implementing and maintaining the Americans with Disabilities Act (ADA) Plan for park and facility improvements and the ADA transition plan.
- Prepare and administer grant applications and provide the necessary supporting documentation as needed.
- Prepare annual budget for areas of responsibility; maintain operations within the confines of budget allotments.
- Site visits for Parks and Facilities, including amenities such as hard-court surfaces, playgrounds, interior spaces, natural areas, and recreational components to provide recommendations for repair and/or replacement.
- Assist and coordinate procurement of project-specific equipment, amenities, and supplies.
- Update GIS and asset inventory as projects dictate.
- Serve as the Parks and Properties Division liaison to internal committees and District liaison to the Village of Northbrook Commissions as assigned.
- Prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.
- Foster and maintain effective professional working relationships with the general public and co-workers.
- Report any work-related or patron injuries or incidents to the supervisor and/or Risk Management; report unsafe conditions to the supervisor and correct them if appropriate; complete incident/accident report forms as needed.
- Perform all job tasks in a safe manner.

- Perform other duties as assigned.

## **Qualifications**

Bachelor's degree with major coursework in construction management, landscape architecture, architecture, engineering, urban planning or related field, supplemented by at least two (2) years of related professional work experience OR a technical or specialized training/certification, supplemented by at least four (4) years of professional work in construction management, landscape architecture, architecture, engineering, urban planning or related field.

## **Skills & Abilities**

- Proficient with Microsoft Office (Outlook, Word, Excel)
- Ability to learn and become proficient in various project and operations software systems.
- Valid Illinois driver's license
- Perform field survey work
- Communicate effectively orally and in writing
- Work independently and efficiently
- Time management, organizational skills and problem-solving
- Apply cost/benefit analysis to construction projects
- Coordinate and monitor the progress of projects from initial stages through completion

## **Knowledge**

- Construction contracts, bid documents and Illinois law as it pertains to public sector contracts, construction, and purchasing.
- Working knowledge of the technical aspects of architecture and engineering
- Knowledge of ADA Standards for Accessible Design
- General construction methods, materials and techniques
- Site supervision and construction management skills
- Software applications, such as AUTOCAD and GIS and project management

## **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, smell, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 60 pounds. Use material handling equipment or staff assistance when lifting or moving objects 50 pounds or greater.

To apply, please complete a job application at: <https://nbparks.co/parkplanner>

**Our Mission:** To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer