



Construction Project Manager

Champaign Park District

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Closing Date:

Salary: \$69,091 - \$82,909

Description:

About the Job

The Construction Project Manager leads construction and renovation projects that shape the parks, facilities, and community spaces across Champaign. From planning to completion, you'll ensure projects are delivered on time, within budget, and to the highest standards. This role combines field and office work, collaborating with architects, engineers, contractors, and staff to deliver meaningful improvements that serve the community for years to come.

Summary of Responsibilities

- Manage construction projects from concept through completion
- Develop and oversee project budgets, drawings, specifications, and schedules
- Lead bidding and procurement processes in compliance with state/local regulations
- Coordinate with architects, engineers, contractors, vendors, and internal staff
- Conduct site inspections and enforce safety, contract, and quality standards
- Review contracts, submittals, change orders, and payment applications
- Troubleshoot project delays or conflicts with timely solutions
- Prepare reports and updates for leadership and the Board of Commissioners
- Assist with capital planning, budgeting, and grant preparation
- Ensure ADA compliance and sustainability goals are met

Why Work With Us?

As Construction Project Manager, you'll see your work come to life in the form of improved parks, trails, facilities, and community spaces. You'll gain valuable municipal project management experience while contributing to projects that directly benefit residents. Join a team that values **staff excellence, stewardship, organizational excellence, innovation, customer service, diversity, opportunity & inclusion, and collaboration**—and be part of a mission-driven organization making a visible impact every day.

Benefits Summary

Full-time employees enjoy a robust benefits package, including:

- **Medical, Dental, and Vision Insurance** (multiple plan options, including HSA)
- **IMRF Pension** with disability and voluntary contribution options
- **Paid Time Off:** 12+ vacation days, 12 sick days (unlimited rollover), 10 holidays, and 2 personal days
- **Life Insurance** (basic term life + voluntary additional coverage)
- **Retirement Savings:** 457 deferred compensation and IRA options
- **Tuition Reimbursement** for job-related courses
- **Wellness Perks:** free facility memberships, apparel/fitness allowance, and discounts on activities and facility rentals
- **Recognition Programs:** service awards, impact awards, employee of the year, and Posi Bucks incentives
- **Employee Assistance Program (EAP),** AFLAC group discount, pet insurance options, and more

About the Champaign Park District

The Champaign Park District's mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts. With 62 parks spanning more than 700 acres and 14 facilities offering diverse recreational opportunities, we provide spaces and programs that bring people together, inspire healthy living, and celebrate creativity.