



Project Manager

Elk Grove Park District

Contact Name: Nick Kapetan

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Closing Date:

Salary: \$25.62 - \$29.67

Description:

JOB SUMMARY

The Project Manager is responsible for supervising projects in all departments of the District. Assists with planning, design and development, as well as assists with the bidding process of various development projects throughout the district.

ESSENTIAL JOB FUNCTIONS

- Under supervision of the Superintendent of Parks & Planning, leads the Construction & Special Projects Section in maintaining parks and facilities, to include, but not limited to, general carpentry, construction, playground installation, painting, building repairs, concrete, fence repair, fabricating, sign installation and repairs.
- Oversees crew and performs a variety of tasks related to moving and setup of special events throughout the Park District.
- Schedules and manages projects throughout the District. Includes assisting with the preparation of design development, construction document plans, specifications and cost estimates with staff and consultants.
- Seek input in regard to planning and design functions from other departmental personnel. Plan and conduct public meetings to obtain additional information and solicit public input. Present projects to the Board for consideration as required.
- Prepare bid specifications and documents to assist the District with the public bidding process. As well as review plans and specifications.
- Monitor project costs, including change orders to maintain the project is within budget
- Oversee construction administration in conjunction with consultants, including review of submittals, payment requests, and purchase orders as required.
- Research topics related to landscape and turf materials, hardscaped components, plant species, and playground equipment.
- Participate in District replacement schedules and the development of the District's 10-year Capital Improvement Plan
- Ensure completion of necessary reviews, permits, approvals, zoning changes and compliance with policies, plans and regulations
- Assist with updating the District's ADA transition plan, including implementation of the District's ADA related improvements to construction projects
- Assist in departmental operation and capital budget planning

- Perform site safety and compliance checks to verify projects are being completed per District specifications
- Research and assist with the submission of grant applications for park development projects
- Attend professional educational conferences and workshops as they pertain to the position
- Perform other duties as assigned

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Project Management, Construction Management, or related field is preferred
- Minimum of three (3) years of related experience and/or training
- Must be proficient in Microsoft Office, database software, internet and website portals
- Knowledge of planning projects, preparing bid specification documents and contracts
- Must possess and maintain a valid Driver's License and be able to commute between parks and facilities
- Possession of, or the ability to obtain and maintain, Certified Playground Safety Inspector (CPSI) certification within one year of hire..
- Knowledge of but not limited to general carpentry, playground installation, construction and park facility and building repair.
- Ability to work in a team-based environment.
- Effective communication and interpersonal skills.
- Work independently under minimal supervision.
- Possess a valid State of Illinois Drivers License at time of hire.
- Perform other duties as assigned.

EDUCATION AND EXPERIENCE

The above knowledge, skills and abilities may be demonstrated by a combination of education and/or formal training equivalent to a High School Diploma, plus four (4) years experience in construction or maintenance related positions. Any equivalent combination of education and/or experience may be considered a substitute.

Elk Grove Park District is an Equal Opportunity Employer
Summary of Benefits

All applicants must apply online at <https://elkgrovecparks.bamboohr.com/careers/278>