



Park Planner

Woodridge Park District

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Closing Date:

Salary: \$58,450-\$73,063

Description:

The Park Planner, a position within the Planning & Development department is responsible for assisting the Superintendent of Planning & Development with the planning, design, development, contracted maintenance, administration, and construction of park and recreation areas and facilities. The entire approved salary range for this position is \$58,450-\$91,329. The hiring range will be \$58,450 - \$73,063, offers will be made based on qualifications.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of financial accountability, integrity/ethics, interpersonal skills, job knowledge, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, teamwork, adaptability/flexibility, dependability, and productivity.

- **Essential Duties-**

- Prepare and administer contract specifications, drawings, requests for proposals and/or bidding documents for all assigned capital development and replacement projects capital and purchases.
- Fulfill all contract administration documentation requirements and archiving for project/purchase contract requirements.
- Assist the Superintendent of Planning and Development implement government grant programs both in preparation and administration of approved programs; complete required reporting requirements in connection with federal and state development grants as required.
- Evaluate contractor safety programs on all assigned capital projects concerning development-construction areas and facilities to ensure public construction activity is safe/secured while other public spaces within parks/facilities remain open for public use.
- Review, supervise, and inspect contractor construction practices for all assigned on-going capital development/replacement projects to ensure specification compliance and satisfactory completion of projects.
- Prepare schematic, conceptual, final site and master plan designs and graphics with estimates of cost for all assigned proposed capital development projects for presentation to the Superintendent of Planning & Development, park board, advisory committees, other public bodies, neighborhood planning committees, and prospective area users.
- Assist Superintendent of Planning & Development in evaluating existing conditions of District parks and outdoor recreation area assets to determine capital replacement needs and/or address safety concerns to be completed on a scheduled basis as determined by their supervisor.
- Assist Superintendent of Planning & Development in administration of the District's Capital Replacement Program (CRP) in assessing condition of capital assets, estimated asset life expectancies, cost estimates, and replacement scheduling.
- Identify areas in need of improvement throughout District park properties and facilities; and propose renovations to include practical, accessible and sustainable solutions. This includes design and cost estimates for consideration for immediate action and/or future budget implementation.
- Organize and coordinate resident requests for Memorial Tree/Memorial Bench program.
- Prepare cost estimates and oversee project's budgets.
- Liaise with consultant architects, engineers, planners, landscape architects, surveyors, and project/construction managers.
- Research new products, equipment and design trends to improve landscape, conservation, and environmental stewardship practices to further enhance quality of proposed capital development projects.
- Assist Superintendent of Planning & Development with administrative and archiving management of project files and plans.
- Organize and coordinate several work projects simultaneously.

- **Customer Service-**

- Handle assigned resident complaints or requests politely and efficiently.
- Follow procedures when solving resident problems.
- Attend board meetings and other meetings as assigned.

- **Initiative-**

- Tackle problems and take independent action.
- Seek out new responsibilities.
- Generate new ideas.
- Practice self-development.
- Other duties, responsibilities, and activities may also be assigned.

- **Listening Skills-**

- Listen attentively to others, ask clarifying questions, actively listen, stay open to other viewpoints, manage distractions and interruptions.
- Ability to respond well to feedback in a professional manner.

- **Personal Organization-**

- Keep complete hard copy and digital files on all planning, design, construction, and costs for all projects.
- Assist Superintendent of Planning & Development in scanning and organizing administrative documents, drawings, plans and surveys for digital archiving.

- **Technical Skills-**

- Possess creativity and imagination skills in design.
- Ability to read and understand architectural and engineering drawings.
- Ability to use basic arithmetic and algebraic calculations.
- Prepare, design, and complete presentation graphics for internal and external use.
- Maintain current industry and technical knowledge.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Knowledge and efficient use of computer software programs including Microsoft Office, computer aided design (CAD) software programs, and Adobe products.
- Understanding of land surveying techniques and methods.
- Knowledge of construction techniques and methods.
- Drawing and computer aided drafting skills to prepare plans and renderings.
- Ability to observe, mitigate/rectify and report safety hazards.
- Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups, and park district employees.
- Ability to resolve differences and problems that arise with contractors, patrons, and employees.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of the organization.
- Ability to understand, remember, and apply common sense to carry out instructions given.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.

Education & Training

- Bachelor's Degree in landscape architecture preferred, or similar education or work experience.

Certificates, Licenses, Registrations

- Licensed as an Illinois registered landscape architect preferred.
- Obtain and maintain a Certificate as a Playground Safety Inspector (CPSI), encouraged.
- Obtain and maintain a valid Illinois State Driver's License.
- Obtain and maintain first-aid certification.
- Obtain and maintain adult CPR/AED certification.

Working Conditions

- Subject to inside environmental conditions.
- Subject to outside environmental conditions which may include varying weather conditions.

Special Considerations

- Requires an occasional flexible work schedule which may include longer days, nights, weekends and holidays based on programs, activities, deadlines and district needs.
- Requires the ability to conduct site visits which may involve walking in rugged terrain.
- Protective earplugs and helmets are required when deemed necessary during construction observations.
- Must use good safety awareness and judgment.
- Scheduled hours shall be coordinated with the Superintendent of Planning & Development.
- Flexible scheduling and/or remote work requests will be reviewed and considered.

To apply, please copy this link to your web browser.

<https://www.paycomonline.net/v4/ats/web.php/portal/F1A56F33BE72F931A967010AC36BA6CB/jobs/236912>