



Senior Park Planner

Oswegoland Park District

Contact Name: Keith Zalewski

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Contact Phone: 630-554-4430

Closing Date:

Salary: \$78,000-\$85,000 (DOQ)

Description:

JOB SUMMARY:

Responsible for planning, designing, and developing parks, facilities, and recreational amenities, including the preparation of conceptual and final plans; construction details and drawings; writing specifications and bidding documents; and managing projects from concept through construction completion. Responsibilities also include public engagement and collaboration with internal departments, consultants, and external agencies, as well as supervision of the Park Planner position.

EDUCATION, EXPERIENCE, & TRAINING:

- Bachelor's degree in Landscape Architecture from an accredited university.
- Minimum five (5) years of professional experience in landscape architecture or park and recreational facility planning and design.
- Ability and willingness to obtain licensure as a Professional Landscape Architect in the State of Illinois within a reasonable timeframe.
- Experience working on public-sector projects, including coordination with multiple stakeholders and regulatory agencies.
- Experience facilitating public meetings, workshops, or stakeholder engagement processes.
- Valid Illinois driver's license.

KNOWLEDGE, SKILL, & ABILITIES:

- Demonstrated knowledge in civil engineering principles and parks and recreation facility planning, including site design, grading and drainage, plant materials, and construction documentation, cost estimating, materials selection, and detailing.
- Strong mathematical and technical skills are required to support planning, design, and construction tasks.
- Proficient with AutoCAD, Adobe Creative Suite, and Microsoft Office Suite.
- Knowledge of ArcGIS and demonstrated ability and willingness to learn the software.
- Knowledge of SketchUp or other 3D rendering programs and demonstrated ability to use such software is preferred but not required.
- Strong graphic skills, including rendering, hand sketching, and digital graphics.

- Strong ability to prioritize, organize, and manage multiple tasks while working both independently and as part of a collaborative team.
- Proven written, verbal, and graphic communication skills.
- Proven knowledge of plant material commonly used in the Chicagoland area, identified by both common and botanical names.
- Ability to lead a project team from conceptual design through project completion.
- Knowledge of public bidding procedures and coordination with contractors, consultants, and other project stakeholders.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Perform field survey, site analysis and measurements.
- Research and compile data, ideas, methods and materials for use in park and recreation facility development.
- Design and develop plans from preliminary concepts through final design of park and recreation facilities.
- Prepare color-rendered presentation plans, drawings, and sketches.
- Prepare construction drawings, specifications, and bidding/contract documents for parks and recreation facilities.
- Calculate areas and quantities for construction materials and prepare cost estimates for parks and recreation facility projects.
- Monitor, supervise, and conduct field inspections of park and recreation facility construction projects.
- Facilitate meetings with the public, contractors, and the park board, as needed.
- Assist in the development and implementation of master plans or long-range planning initiatives for parks and recreation facilities.
- Assist in identifying funding opportunities and preparing grant applications or capital project budgets.
- Collaborate with Operations, Recreation, Marketing, Events & Cultural Arts, and Finance Departments.
- Manage and mentor Park Planner and/or Planning Intern in technical aspects of planning and design.
- Other duties as assigned.

BENEFITS:

- Medical, Dental, and Vision Insurance
- Medical & Dependent Care FSA
- Basic & Voluntary Life Insurance
- IMRF Pension
- AFLAC Plans
- 457 Retirement Plan
- Vacation, Personal, and Sick Time
- Paid Holidays
- Employee Wellness Programs and Incentives
- Employee Recognition Programs
- Discounts at our Golf Course
- Season Passes to our Aquatic Center
- Free or Discounted Prices for our Fitness & Special Event Programs

HOURS:

The Senior Park Planner generally works a standard 40-hour work week, Monday through Friday. Some evenings or weekend hours may be required to attend meetings, public engagement events,

site visits, or other operational needs. Flexibility during regular business hours is essential for coordination with staff, vendors, contractors, community partners, and government agencies.

HOW TO APPLY:

Please apply to this job using our careers page at:

<https://oswegolandparkdistrict.bamboohr.com/careers/94>