



Senior Park Planner

Downers Grove Park District

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Closing Date:
Salary: \$80,000 to \$100,000 DOQ

Description:
Department: Planning
Reports To: Director of Planning & Construction
Status: Exempt
Hiring Salary: \$80,000 – \$100,000 DOQ

About Us

The Downers Grove Park District offers quality parks, facilities, and programs for people of all ages to enjoy and explore. With an outstanding system of 48 parks, recreation facilities, and community spaces, the District is committed to enhancing quality of life through thoughtful planning, design, and stewardship of public assets.

The Opportunity

The Downers Grove Park District is seeking a talented, collaborative, and detail-oriented **Senior Park Planner** to help shape the future of parks and recreation facilities throughout our community. This position plays a key role in the design, development, and construction of capital projects that support the District's long-term vision.

The ideal candidate will lead planning activities, project development, design documentation, and construction observation. This is an excellent opportunity for a professional who enjoys both creative design and hands-on project management in a public-sector environment.

Benefits

The District offers a comprehensive benefits package, including:

- Health, dental, and vision insurance
- Paid time off including vacation, personal, and sick time
- IMRF (Illinois Municipal Retirement Fund) pension
- Retirement savings plan (457)
- Employee assistance program

- Free/discounted recreation programs for employees and household family members
- Free fitness membership to 4500 Fitness

Role Expectations

- Conduct planning activities that assist with the development and implementation of the District's five-year Capital Improvement Plan
- Provide project estimates for budget planning and manage individual project budgets
- Prepare concept plans, design development, and construction documents for park improvement projects
- Present improvement plans at public meetings and gather community input
- Coordinate planned maintenance, repairs, and replacement activities to prolong the lifespan of existing District assets
- Coordinate the public bidding process, including the development of technical specifications and advertisement of bids
- Prepare and maintain professional project files, including design drawings, construction documents, as-builts, feasibility studies, and cost reports
- Lead assigned projects to ensure efficient coordination of work within provided resources
- Prepare Requests for Proposals and manage consultants as needed to complete design and permitting of park projects
- Ensure all required project paperwork is completed accurately and timely (change orders, payouts, board communications, etc.)
- Observe construction by hired contractors to ensure total compliance with construction specifications
- Review natural areas maintenance contracts and manage contractor
- Support the park maintenance division by preparing plant bed designs, including
- Review contractor pay applications to verify work completed and authorize payment
- Maintain quality service standards and identify opportunities for system or cost-saving improvements
- Stay current on industry trends and technical standards to maintain "state-of-the-art" practices for the District
- Provide leadership and support for District events; occasional evenings and weekends may be required

Qualifications

- Bachelor's degree in Landscape Architecture from an accredited university
- Minimum of 5 years of professional experience in landscape architecture, park design, or a related field
- Strong knowledge of park design, planting design, native plant communities, and landscape construction methodology
- Proficiency in AutoCAD, Adobe Creative Suite, ESRI GIS, and Microsoft Office applications
- Proficient in both hand rendering and software-based graphic presentations
- Ability to draft and interpret construction documents, details, and technical specifications
- Working knowledge of Midwest plant materials, grading and drainage, and hardscape construction
- Superior attention to detail, strong organizational skills, and a results-driven mindset
- Licenses/Certifications: Illinois Professional Landscape Architect (PLA) (required) and/or Certified Playground Safety Inspector (CPSI) preferred and could be obtained after hire
- Valid Illinois Driver's License (or ability to obtain within three months if currently out-of-state)

Working Conditions

Work is generally performed in an office environment with frequent computer use. This position also

requires regular field work, including site visits and construction observation in various weather conditions.

The Downers Grove Park District is an Equal Opportunity Employer.