



Senior Park Planner

Oswegoland Park District

Contact Name: Chad Feldotto

Contact E-mail: cfeldotto@oswegolandpd.org

Contact Phone: 6305544428

Closing Date:

Salary: \$60,000+

Description:

JOB SUMMARY

- Responsible for planning and developing capital improvement projects including budgeting, design, construction drawings, specifications, bidding documents, and project management.
- Interact and collaborate with the public, other departments, professions and agencies.
- Manage and maintain the District's GIS database.

EDUCATION, EXPERIENCE & TRAINING

- Bachelor's degree in landscape architecture from an accredited university.
- Minimum 5 years' experience in landscape architecture, park planning, or construction project management including coordinating, administering, and monitoring projects.
- Licensed as a professional landscape architect in Illinois desired.
- Certification in ESRI ArcGIS and/or GISP certification desired.
- CPSI certification desired.

KNOWLEDGE, SKILLS & ABILITIES

- Fundamental knowledge of civil engineering, parks and recreation facilities planning, horticultural/turf practices.
- Knowledge and experience of construction methods is required.
- Proficient in math skills and ability to perform technical tasks.
- Proficient abilities with AutoCAD, ArcGIS, and Microsoft Office (Word, Excel, and PowerPoint).
- Excellent graphic skills both by hand and using graphic software—ArcGIS, Sketchup and Adobe Creative Suite (InDesign, Photoshop & Illustrator) highly desirable.
- Strong ability to prioritize, organize and work independently.
- Strong communication skills—both verbal and written.
- Proficient in leading public meetings and making presentations.
- Valid Illinois driver's license.
- Understand and exhibit behavior consistent with stated values of the District.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Perform field survey, site analysis and measurements.
- Research and compile data, ideas, methods and materials for use in innovative park and recreation

facility development.

- Design and prepare preliminary concepts through final design of park and recreation facility development plans.
- Prepare color render presentation plans and graphics, drawings and sketches using both hand drawn and computer rendering techniques.
- Design and prepare construction drawings including grading and construction details, specifications, bidding and contract documents for park and recreation facility projects.
- Calculate areas and quantities for project materials and prepare construction cost estimates.
- Monitor, supervise and conduct field inspections of park and facility construction projects; conduct job site meetings and communicate with contractors and material suppliers.
- Manage and maintain the District's GIS database for park boundary, topographic surveys, and production of maps and aerial photo exhibits, including coordination of data collection with Operations and other public agencies.
- Maintain working knowledge of Americans with Disabilities Act (ADA) serving as an ADA coordinator to ensure compliance with ADA for all facilities and parks.
- Provide assistance to other Park District departments including district team projects.
- Assist with the Capital Improvement Plan and yearly budget process for capital improvements.
- Manage performance and progress of Park Planner and/or Planning interns in all technical aspects of the functions and responsibilities listed above.

PHYSICAL REQUIREMENTS

- Site work - Outdoors in all types of weather, construction sites (around equipment, machinery, rough/unsafe conditions), natural areas (woods, prairie, wetlands, creeks and rivers).
- Driving a car, walking, balancing, standing, turning, climbing, stooping, kneeling, sitting, reaching, lifting, carrying, and pushing. Talking, hearing, close vision, distance vision, color vision, peripheral vision, and depth perception.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

COGNITIVE CONSIDERATIONS

Must have the ability to work at a fast pace and multitask; must have good communication and problem solving skills; must demonstrate good safety awareness and sound judgment.

HOURS

Minimum 40 hours per week. Some night and weekend hours will be required.