



**GEAUGA PARK
DISTRICT**

PROTECT · CONSERVE · CONNECT

Job Opportunity

Position Title: Park Planner
Full -Time (40 Hours per Week)
Non-Exempt
At-Will Employment

Number of Openings: 1

Division/Department: Planning & Operations

Qualifications: (See Attached)

Salary: \$20.16 - \$23.85 Hourly
\$41,932.80 - \$49,608.00 Salary

Posting Dates: August 11, 2017 until position is filled

Resume, Letter of Interest and Application to: Geauga Park District
ATTN: Human Resources
9160 Robinson Road
Chardon, OH 44024-9148
P: 440.286.9516
F: 440.286.1285
gpdjobs@geaugaparkdistrict.org

Apply Online At: www.geaugaparkdistrict.org

VOICES OF
NATURE



Geauga Park District

Invites applications for the position of:

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Position Description:

Prepares park, facility, and trail plans, designs, and construction documents. Manages consultants in the planning and engineering of parks, facilities, and trails. Manages and administers minor construction projects and contracts.

Duties/Responsibilities:

To perform this job successfully, an individual must perform essential duties to expected performance standards. Reasonable accommodations are made as required for persons with disabilities as defined under the Americans with Disabilities Act.

- Plans and designs construction and renovation projects. Assists in the preparation of long-range development plans and park master plans; prepares specific site plans and detailed designs; prepares construction documents for park renovations and improvements.
- Working with the Director of Planning & Operations, develops request for qualifications, evaluates statements of qualifications submitted by consultants.
- Manage planning and design project prepared by engineering and architectural consultants; oversees the contract; ensures project goals are met; communicates with internal and external stakeholders; review and approve invoices.
- Develop plans, designs, and specifications that enhance various natural habitats and systems that are environmentally sensitive and sustainable and are compatible with Park's Natural Resource Management Plans.
- Prepare bid and proposal documents, manage bidding process, evaluate bids and proposals, prepare contracts for assigned construction projects.
- Administer assigned construction projects by executing contract documents, approving payment applications, preparing change orders, and verifying compliance with regulatory requirements.
- Manages contractor performance by monitoring adherence to plans and specifications, quality control, budget adherence, and schedule performance
- Responsible for assisting in the development and implementation of comprehensive plans, strategic plans, along with all phases of individual project development including but not limited to conceptual design, master planning, design development, cost estimating, construction document preparation, public bidding, construction administration, and field representation.
- Assist in the administration of grants.
- Prepares presentation level graphic plans, maps and supporting documentation utilizing ArcView GIS, AutoCAD, Google Sketch Up, Adobe Creative Suite and Microsoft Office Programs.
- May prepare and deliver presentations to the Board of Park Commissioners and public groups, such as civic organizations, boards, user groups, the general public and Park District staff.



- Assists in the coordination and acquisition of all required permits and regulatory agency reviews including but not limited to GSWCD, OEPA, USACE, and other regulatory agency reviews.
- Assists in the preparation of estimates of probable construction costs for planned/future construction projects.
- Assists in the research, identification, composition, preparation and submission of grants.

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. A combination of appropriate education, training, course work and experience may qualify an applicant to demonstrate required knowledge, skills, and abilities. An example of an acceptable qualification is:

- Bachelors of Science Degree in Landscape Architecture, Planning, or Civil Engineering related fields with a minimum of one to five (1-5) years of related experience.
- Professional registration and/or state licensure as a landscape architect, planner or civil engineer is preferred but not required.

Additional Information:

Geauga Park District is an Equal Opportunity Employer and Service Provider

Division: Planning & Operations

Department: Planning & Natural Resource Management

Reply in writing to: **Attention: Human Resources**
Re: Park Planner Position
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Chardon, OH 44024-9148

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