



*Bringing People and Nature Together*

# Forest Preserve District

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## OF WILL COUNTY

17540 W. Laraway Road / Joliet, IL 60433  
815.727.8700 / fax 815.722.3608  
*ReconnectWithNature.org*

LAURIE SUMMERS, President  
KENNETH E. HARRIS, Vice President  
AMANDA KOCH, Secretary  
TYLER MARCUM, Treasurer

### POSITION ANNOUNCEMENT

#### LANDSCAPE ARCHITECT

The Forest Preserve District of Will County is accepting resumes for a Landscape Architect. This is a full-time position that is responsible for the day to day planning and implementation of the Forest Preserve's capital projects, with an emphasis on planning, design, and development of high quality recreational facilities. This position is expected to develop grant proposals, administer grant projects, secure and manage contractual services, and track expenses and budgets to implement Forest Preserve projects. This position is also expected to provide construction supervision and coordination of staff, contractors, agencies, and citizens.

The Landscape Architect position is a Grade 11, with a starting salary of \$49,524 to \$61,905 commensurate with experience. See attached Job Description outlining duties, skills, abilities, training, experience and working conditions or visit [ReconnectWithNature.org](http://ReconnectWithNature.org) for more information. All employees of the Forest Preserve District of Will County are required to live within Will County, Illinois, within six months of their date of employment.

**Resumes will be accepted until the position is filled.**

Application Procedure: Send a cover letter describing interest and a resume to:

Donna Suca, Human Resource Supervisor  
Forest Preserve District of Will County  
17540 W. Laraway Road  
Joliet, Illinois 60433  
815-722-5667 (desk)  
815-722-3608 (fax)  
[dsuca@fpdwc.org](mailto:dsuca@fpdwc.org)

The Forest Preserve District of Will County does not discriminate against individuals on the basis of race, color, gender, national origin, age, or disability. In offering employment opportunities to the public, the Forest Preserve District will make reasonable modifications to ensure that all people have an equal opportunity. To request this document in large print, audio, or Braille, contact the Director of Marketing and Communications, Sugar Creek Administration Center, 17540 W. Laraway Road, Joliet, IL 60433; [comments@fpdwc.org](mailto:comments@fpdwc.org); 815.722.9383 (voice); 800.526.0844 (TDD). Requests should be made at least 48 hours in advance. While the Forest Preserve District of Will County will make every effort to meet requests in a timely fashion, some requests may take longer than others to fulfill. Persons believing that they have been discriminated against by the Forest Preserve District of Will County may file a complaint alleging discrimination with the Forest Preserve District or the Office of Civil Rights, U.S. Department of the Interior, [www.doi.gov](http://www.doi.gov).

**WILL COUNTY FOREST PRESERVE DISTRICT  
JOB DESCRIPTION**

**TITLE: LANDSCAPE ARCHITECT**  
**DEPARTMENT: PLANNING AND DEVELOPMENT**  
**FLSA STATUS: EXEMPT**  
**LOCATION: SUGAR CREEK ADMINISTRATION CENTER**

**DATE: June 2019**

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**BASIC FUNCTION**

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The Landscape Architect is responsible for creative planning, design and development of high quality recreational facilities that enhance the environment, including production of design and contract documents, budget management, construction supervision, site restoration supervision and coordination of staff, contractors, agencies and citizens.

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**ORGANIZATIONAL RELATIONSHIPS**

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Reports to:

- Chief Landscape Architect

Supervises:

- None
- This position requires the coordination and facilitation of District Staff, Design Consultants, and Contractors.

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**ESSENTIAL DUTIES AND RESPONSIBILITIES**

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1. Serve as a project manager/team leader for all phases of site design and development.
2. Prepare master plans; coordinating staff from other departments in the master planning process for new and redeveloped sites.
3. Coordinate the public input process on District projects; including mailings, public meetings, and website information.
4. Prepare documents and manage the selection process for consultants; defining scope of services; ranking and interviewing.
5. Direct consultants in the preparation of construction documents that meet District standards, and are coordinated with necessary departments and agencies.
6. Coordinate with federal, state, county, and local government agencies, organizations and volunteer groups. Ensure completion of necessary reviews, permits, approvals, zoning changes and compliance with policies, plans and regulations.
7. Prepare bidding documents and administer the competitive bidding and quote process.
8. Supervise construction and site restoration projects assuring contractor's work conforms to the project specifications; coordinate testing, verify quantities, and evaluate recommended changes.
9. Prepare in-house site design, development plans, native landscape planting plans, and construction documents for development and renovation projects.
10. Assist in departmental team reviews of environmental assessments, impact statements, use requests and off-site developments that impact District properties.
11. Participate in District wide work groups related to planning and development issues. Assist other departments and teams needing planning and design skills.
12. Assist with long and short range planning for future projects, preparing schedules, estimates, and needs analysis.
13. Prepare presentation materials, graphics, written reports, and grant applications.
14. Other duties as assigned by supervisor or director.

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## KNOWLEDGE, SKILLS AND ABILITIES

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- Must possess a high degree of knowledge of construction, design and engineering standards and principles and techniques of landscape architecture as they relate to construction materials and methods.
- Proficiency in reviewing and preparing plans and specifications.
- Knowledge of native landscapes and design with native plant material and related landscaping materials.
- Must have knowledge of Midwest natural communities, native and non-native plant species identification, natural area management techniques and ecology.
- Must effectively communicate, written and oral, with professional staff, consultants, citizens and volunteers.
- Current knowledge and skill in AutoCAD, ArcGIS, Adobe Creative Suite, and basic computer skills in Microsoft Office products.
- Must possess and maintain a current and valid Motor Vehicle Operator's license.

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## TRAINING AND EXPERIENCE

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Education: Bachelor's degree in Landscape Architecture

Experience: Entry level candidates are welcome. Five years of experience in professional level landscape architecture/design work with an emphasis on recreational facilities and experience with supervision of construction projects is preferred.

Certifications: License in Landscape Architecture from the State of Illinois Department of Professional Regulation preferred. Candidates are required to attain licensure within 3 years of employment.

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## WORKING ENVIRONMENT AND CONDITIONS

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Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Semi-active job; while performing the duties of this job the employee is frequently required to stand; walk; sit; use hands and fingers to manipulate objects, tools or controls; reach with hands and arms; climb stairs, talk and hear.
2. While performing the duties of this job the employee occasionally works near moving parts; traverses uneven terrain; works in outside extreme heat or cold weather conditions; lifts and/or moves up to 50 pounds; is exposed to fumes, airborne particles, smoke and toxic or caustic chemicals and potentially hazardous plants and animals.
3. Specific vision abilities required by the job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
4. The noise level in this job is usually moderate, but can be high.

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## OTHER INFORMATION

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This 40 hour/week position entails working Monday - Friday with the possibility/option to work flexible weekday, evening, and weekend shifts. Occasional extended hours and weekend workdays will be required.

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## PAY RANGE AND ANNUAL SALARY

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Pay range: Grade 11  
Minimum: \$49,524  
Midpoint: \$61,905  
Maximum: \$74,286  
Schedule: Full Time