

**POSITION ANNOUNCEMENT
PROJECT MANAGER**

The Forest Preserve District of Will County is accepting resumes for a Full-Time Project Manager at the Operations Law Enforcement Facility in Joliet, IL. This position is responsible for the management of District-wide maintenance programs and annual contracts, including routine inspection and evaluation programs related to the maintenance and replacement of Forest Preserve District infrastructure, including building sub- and superstructures. The Project Manager works closely with contractors and review engineers to develop drawings, plans, technical specifications, and contract documents, and is responsible for periodic on-site construction observation.

The Project Manager salary range is \$60,324.00 to \$86,866.00. The days and hours of work are Monday through Friday, 6:00 am to 2:00 pm. See the attached Job Description outlining duties, skills, abilities, training, experience, and working conditions.

Cover letter and resume for this position will be accepted until July 22, 2025.

Application Procedure: Send a cover letter describing interest and resume to:
Veronica Frausto-Sarwark, Director of Human Resources
Forest Preserve District of Will County
17540 W. Laraway Road
Joliet, Illinois 60433
815-722-5669 (desk)
815-722-3608 (fax)
humanresources@fpdwc.org

The Forest Preserve District of Will County is an equal opportunity employer. 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; 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/diversity

Bringing People and Nature Together

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**WILL COUNTY FOREST PRESERVE DISTRICT
JOB DESCRIPTION**

TITLE: PROJECT MANAGER

DEPARTMENT: MAINTENANCE AND OPERATIONS

FLSA STATUS: EXEMPT

DATE: JUNE 2025

LOCATION: VARIOUS

BASIC FUNCTION

The Project Manager is responsible for the management of District-wide maintenance programs and annual contracts, including routine inspection and evaluation programs related to the maintenance and replacement of Forest Preserve District infrastructure, including building sub- and superstructures. The Project Manager works closely with contractors and review engineers to develop drawings, plans, technical specifications, and contract documents, and is responsible for periodic on-site construction observation.

ORGANIZATIONAL RELATIONSHIPS

Reports to:

- Director of Maintenance and Operations

Supervises:

- None
- Requires coordination with District staff, design consultants, review engineers, and contractors

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Endeavors to support the District's Mission, Vision, and Values.
2. Serves as project lead for all phases of contract design and execution.
3. Prepares bid and quote documents and administers the competitive bid, quote, and request for proposals process compliant with District policy.
4. Oversees the preparation of construction documents, either personally or as liaison to review engineers, to meet District standards, policies, and guidelines.
5. Coordinate with federal, state, county, and local agencies to ensure compliance with construction codes, permitting requirements, zoning regulations, etc.
6. Prepare inter-governmental agreements related to contract management and execution as necessary.
7. Oversees the Infrastructure Maintenance and Replacement Program (IMRP), which includes prioritizing and contracting preventative maintenance and rehabilitation of the District's asphalt-paved trails, roadways, parking lots, and other infrastructure.
8. Oversees various projects, including:
 - Roadway and parking lot crack seal, seal coat, and re-striping
 - Trail crosswalk re-striping
 - District-wide propane services

- District-wide fuel services
 - Concrete surface repair and replacement
 - Facility roof and window replacement, including major building improvements
 - Other projects as assigned
9. Oversees various routine and contracted inspection and evaluation programs and associated record-keeping, including:
 - Paved surface evaluation and maintenance prioritization (asphalt and concrete)
 - Facility roof and window inventory and replacement schedule
 - Bridge inspections
 10. Oversees the execution of quotes, bids, and requests for professional services related to projects listed above, including overall contract management.
 11. Assists in preparing annual work plans and departmental goals as needed.
 12. Serves on various Committees, Teams, and Task Forces, including but not limited to the Communication and Events Team, the review engineer selection team, and others as formed based on future needs and the necessity for inter-departmental collaboration.
 13. Work with other departments within the District to ensure projects are appropriately coordinated.
 14. Works with the Marketing and Communications Department to inform them of project timelines, preserve and trail closures, and address public comments, questions, and concerns related to the work of the Project Manager.
 15. Required to maintain a flexible schedule to meet the needs of the District. The Project Manager may be required to be on-call during after-hours contract projects.
 16. Assists in the planning and management of the Department's annual budget.
 17. Maintain Americans with Disabilities Act compliance with all new construction.
 18. Other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Effective written and oral communication and organizational skills.
- Knowledge and experience related to construction, inspection, and design, including industry standards, and adherence to the Americans with Disabilities Act.
- Proficiency in reviewing plans and specifications.
- Ability to establish and maintain effective working relationships with co-workers and contractors.
- Abilities that promote the Values of the District: teamwork and building positive relationships; initiative; decision making, judgment, and accountability; attitude, temperament, and courtesy; preparation and organization; safety; innovation, application, creativity, and commitment.

TRAINING AND EXPERIENCE

Minimum requirements include:

Education:	Degree in engineering, architecture, or construction management, or equivalent experience.
Experience:	Five years of experience working as a project manager, in landscape and facility maintenance management, construction, or a related field.

Thorough knowledge of methods, practices, tools, and materials used in construction, maintenance, and repair work, as well as occupational hazards and safety precautions.

Certifications: Hold a valid driver's license.

WORKING ENVIRONMENT AND CONDITIONS

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.

- Considerable office work
- Hazard of injury that may require a doctor's care
- Exposure to fieldwork in good to moderately difficult conditions and terrain, construction sites, etc.
- Occasional physical exertion with some lifting and/or continuous standing or walking
- Ability to lift 50 pounds

PAY RANGE, ANNUAL SALARY, AND BENEFITS

Pay Range: Grade 12

Minimum: \$60,324

Midpoint: \$72,388

Maximum: \$86,866

Benefits: Medical HMO/PPO HDHP, dental, vision, basic life/AD&D, and voluntary life/AD&D, IMRF pension, paid sick time, vacation, and holidays following the current handbook, employee assistance program, options to purchase voluntary insurance, and deferred compensation.