



Administration Building
5225 West Vliet Street
Milwaukee, WI 53201-2181
P. O. Box 2181
Area 414: 475-8205

OFFICE OF HUMAN RESOURCES

Job Information	
Job Title: Recreation Manager of Design and Development (Coordinator II)	Last Revised/Approved:
Job Code: 2215	Reports To: Recreation Design and Development Specialist (Supervisor I)
Office: Office of Recreation	Department: Recreation

Compensation Information	
Pay Grade: 7A	
FLSA Status: Non-Exempt	Term of Employment: FT

POSITION SUMMARY/PURPOSE:

The Recreation Manager (Coordinator II) provides strategic leadership and project management for Milwaukee Recreation improvement initiatives and facility revitalization projects. This position serves as the primary technical lead, overseeing the full project lifecycle—from community engagement, planning initiatives and site feasibility studies to design development, construction administration, and project closeout.

The Recreation Manager ensures all projects align with district standards, environmental compliance, and budgetary goals by directing the performance of consultants, architects, and contractors. This role acts as a critical liaison, ensuring that all development initiatives are delivered on schedule, within budget, and to the highest standards of safety and sustainability.

CORE COMPETENCIES:

- Decision Quality and Problem-Solving
- Communication and Customer Service
- Professionalism
- Equity, Access and Inclusion

MANAGEMENT COMPETENCIES:

- Developing Others
- Managing through Processes and Systems
- Strategic Agility and Innovation Management
- Functional/Technical Skills

ESSENTIAL FUNCTIONS:

- **Project Management & Administration:** Serve as lead project manager for capital improvement and facility revitalization projects. Coordinate all project phases, including community engagement, site feasibility studies, and design development.
- **Construction Oversight:** Manage construction administration activities, including monitoring contractor performance, conducting progress meetings, and ensuring all work meets district standards, codes, and safety requirements.
- **Schematic Design:** Prepares schematic design drawings and design development drawings with high degree of originality and good design sense, for the design and layout of additions and remodeling projects, and performs other drafting duties as assigned.

- **Construction Documents:** Prepares working drawings and details, prepares outline specifications, coordinates work with various consultants, etc. as required to prepare contract documents for bidding. Revises mark-ups to as-built conditions and locations, and other drafting duties as assigned.
- **Technical Review & Compliance:** Collaborate with architects and engineers to develop construction documents. Review plans for adherence to scope, budget, and district standards; identify technical inconsistencies and perform value engineering.
- **Fiscal Responsibility:** Administer project budgets, prepare funding proposals, manage requests for proposals (RFPs) for professional services, and oversee the approval of change orders and payment requests.
- **Stakeholder Coordination:** Act as the primary liaison between Milwaukee Recreation programming and maintenance staff, the Department of Facilities and Maintenance Services, and external stakeholders (governmental units, neighborhood associations, and public officials) to ensure project alignment.
- **Documentation & Reporting:** Maintain accurate project files, regulatory documentation, and facility records. Respond to constituent inquiries and collaborate with internal teams on project communication and outreach.
- **Implement Cyclical Maintenance:** Establish a recurring, strategic schedule for facility inspections and preventative servicing to mitigate long-term wear, ensure safety for all community members, and extend the operational lifespan of Milwaukee Recreation's assets.
- Assists with Recreation Department activities as needed.
- Serves on various committees as required and assigned.
- Actively supports the MPS Five Priorities for Success.
- Performs other duties as assigned.

JOB REQUIREMENTS:

Education Requirements:

Bachelor's degree in Landscape Architecture, Architecture, Engineering or closely aligned field.

Experience Requirements:

Minimum of three (3) years of full-time professional experience. Project management experience in public park and building construction.

Certification/Licensure Requirements:

Licensure as a professional Landscape Architect, Architect, or Engineer, or ability to obtain within 1 year of hire.

Knowledge, Skills and Abilities:

- Comprehensive knowledge of construction practices, processes, and sequencing.
- Comprehensive knowledge of principles and practices of outdoor recreation facility planning and development including knowledge of green infrastructure.
- Ability to prepare and complete complex plans and specifications for layout, grading, planting, and construction design.
- Ability to guide and review engineering and architectural plans and specifications prepared by MPS staff and/or consultants.
- Ability to identify and implement cost reduction programs associated with site and building design, construction, and maintenance activities.
- Understanding and experience with computer systems and software including AutoCAD, Adobe Creative Suite, Sketchup or similar 3D rendering program, Microsoft Suite, and GIS.
- Ability to analyze a variety of administrative and technical problems and to make sound policy and procedural recommendations.
- Ability to organize resources, establish priorities, and meet deadlines and objectives.
- Ability to work independently and in a team environment.

- Ability to develop and nurture collaborations.
- Possesses strong oral and written communication skills.
- Ability to solve problems and ensure continuous improvement.
- Knowledge of budget planning and monitoring.

Possession of:

- Valid driver's license authorizing operation of a motor vehicle in the State of Wisconsin.
- Properly insured personal vehicle for job-related travel.

Working Environment:

- Typical office environment with frequent visits to outdoor playfields and construction sites.
- Exposure to weather elements, as well as dust, dirt, general construction, debris, and loud noises that may require use of PPE hearing protection.
- Position may be required to work additional hours outside of the normal business day. Business day consists of morning, afternoon, and evening hours and occasional weekends.
- Frequently required to travel around the city of Milwaukee and occasionally travel out of town.

Physical Demands:

- Ability to transfer objects weighing 50 pounds or more.

Equal Opportunity:

It is the policy of the District that persons seeking employment with the District shall not be discriminated against in employment by reason of their age, race, creed, color, religion, handicap or disability, pregnancy, marital or parental status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense or reserves, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, physical, mental, emotional or learning disability, or any other factor protected by local, state or federal law in all employment practices including terms, conditions and privileges of employment.

Reasonable accommodations shall be made for qualified individuals with a disability, unless such accommodations would impose an undue hardship on the District. Requests for accommodations under the Americans with Disabilities Act or under the Wisconsin Fair Employment Act must be submitted to the Employee Rights Administration Department in the Office of Human Resources.