



Waukesha County
Construction Project Coordinator (Parks & Land Use
Department - Parks Division)

SALARY	\$2,917.60 - \$3,857.60 Biweekly \$75,857.60 - \$100,297.60 Annually	LOCATION	Waukesha, WI
JOB TYPE	Full-time	JOB NUMBER	SrLandArch(CnstrProCoor)102824
DEPARTMENT	Parks & Land Use Department	OPENING DATE	10/28/2024
CLOSING DATE	11/25/2024 4:00 PM Central		

Description

Do you like spending time outdoors?
Do you enjoy opportunities to use and grow your skills?
Do you want to leave legacy community amenities?
If you enthusiastically said "yes," then **APPLY RIGHT NOW!**

Waukesha County's Department of Parks and Land Use is looking for the ideal candidate to join our Design and Development Team as a **Construction Project Coordinator**.

The Construction Project Manager performs high level project management work involving the planning, design, and construction of all phases of Park System land, facility and building development projects.

This isn't just a job (well, it is), but it is *also* an opportunity to be part of an amazing team that delivers outstanding experiences to our customers, protects our natural resources, and thrives on unique challenges daily.

The Waukesha County Park System offers an energetic culture that invites collaboration and provides encouragement to learn and succeed. This position is a great opportunity for someone who is passionate about creating special places that people will enjoy and remember!

The ideal candidate will be a creative problem solver with strong interpersonal skills, who is able to work independently, and also as part of a team.

Salary and Benefits: The 2024 starting salary range for the Construction Project Manager is \$75,857.60-\$88,077.60 (depending on qualifications; full range extends to \$100,297.60) coupled with a comprehensive compensation and benefits package including excellent health/dental/vision, life insurance, generous paid time off (vacation, 10 holidays, 3 floating holidays, ample accrued sick time that rolls over each year), an exceptional pension plan with employer match and lifetime retirement payment plus an optional tax advantaged 457 retirement savings plan. Amongst many other benefits, employees are recognized and valued through a pay for performance system. Successful candidates will be eligible for performance-based merit increases and non-base performance awards.

Employee well-being is promoted through a balanced work-life culture and through an exceptional employee wellness program that offers a variety of programs and tools to help promote an employee's wellness and health, including an on-site health & wellness clinic.

=====

Prior to hiring, the final candidate is subject to work/education/certification reference(s) and a criminal background and driver's license check.

Example of Duties

1. Prepares complete plans and specifications for construction projects such as park structures, roads, parking lots and picnic areas, recreational centers, and tree and shrub plantings.
2. Prepares site plans, specifications, request for proposals, bid documents, cost estimates, purchase orders, contracts, and funding applications for approved park projects.
3. Prepares construction drawings showing the alignment, gradient, profile, and cross sections, and evaluates the relationships of these elements to landscape values.
4. Performs field work such as site investigation, field surveys, and project layout.
5. Prepares preliminary project plans, cost estimates, and justification statements for operation and capital budgets.
6. Makes site studies and prepares reports relating to the acquisition, maintenance, and development of park sites.
7. Prepares applications and reimbursement claims for state and federal funded programs.
8. Prepares maps and drawings and required reports for potential land acquisitions, development, and maintenance.
9. Prepares land use analysis studies.
10. Manages and coordinates park development projects.
11. Prepares a variety of studies and reports for presentations to county and public committees and groups.
12. Establishes and maintains effective working relationships with the staff, other organizations, and the public.
13. Performs other duties as required.

Minimum Qualifications

Essential Knowledge and Abilities

1. Considerable knowledge of construction principles, practices, methods, and materials.
2. Considerable knowledge of contract administration and project management.
3. Comprehensive knowledge of the theories, principles, and practices of landscape architecture, architecture civil engineering, and construction management.
4. Comprehensive knowledge of the principles, methods, and techniques employed in landscape design work.
5. Working knowledge of department program software, including GIS and computer aided design programs, internet access, and database, spreadsheet, and word processing programs.
6. Working knowledge of plant material, plant design, and ground cover.
7. Some knowledge of the principles, methods, and techniques employed in city and regional planning.
8. Ability to manage and coordinate park development projects.
9. Ability to prepare and write specifications for contracts.
10. Ability to prepare professional maps, plans, drawings, and charts for presentations.
11. Ability to independently conduct field studies and surveys.
12. Ability to visualize and execute a complex landscape project from its inception through the successive steps of design, construction, and completion.
13. Ability to utilize word processing, database, and spreadsheet programs.
14. Ability to communicate effectively both orally and in writing.
15. Ability to establish and maintain effective working relationships with staff, organizations, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

You must meet these minimum Training and Experience requirements:

(Bold font for emphasis)

- Bachelor's degree from a recognized college or university in landscape architecture, **civil engineering, architecture, construction management**, or a closely related field.
- Three (3) years of responsible work experience in landscape architecture, **civil engineering, architecture, or construction management** work.

- Licensed in the State of Wisconsin as a Landscape Architect, **Professional Engineer or Architect** preferred.

Supplemental Information

About Us

Waukesha County prides itself on operating in a business-like manner and is recognized as a leader delivering high quality services with competence and skill. With our vision of "Leading the Way", we value teamwork and collaboration, ethics and diversity, communication, efficiency and cost savings, innovation, and the wellbeing of our staff and the citizens we serve. Employees are provided professional development opportunities and encouragement to learn and practice continuous improvement and LEAN principles as we regularly ask ourselves "Is there a better way?"

Waukesha County is committed to equal opportunity and nondiscrimination in employment and adheres to all Federal, State and County Equal Employment Opportunity laws, policies, plans, rules, regulations and ordinances. The County recognizes and accepts its important leadership role in providing for equal employment/service opportunities for minorities, women, and persons with disabilities. It is the express policy of Waukesha County to promote equal employment opportunity among all who are employed by Waukesha County and who seek employment with Waukesha County.

For further information visit: <https://www.waukeshacounty.gov/plu>

The County does not sponsor applicants for work visas.
Applicants must be currently authorized to work in the United States on a full-time basis.

Agency

Waukesha County

Address

515 W. Moreland Blvd.
AC Room 160
Waukesha, Wisconsin, 53188

Phone

262-548-7044

Website

<https://www.waukeshacounty.gov/jobs>