

**PROJECT COORDINATOR****Organization Overview**

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

**Responsibility**

Under the supervision of the planning manager and deputy director, organizes, schedules, and coordinates the completion of a variety of planning and development projects, provides on-site construction support, and facilitates communication between the park district, contractors, and stakeholders

**Examples of Duties**

- Obtains price quotes from contractors and other vendors to complete specific tasks on the park district's annual capital projects list
- Communicates with and selects contractors for ongoing efforts including, but not limited to, parking lot striping and crack-sealing, dam mowing, and vegetation spraying
- Schedules and attends pre-construction meetings; provides on-site construction support and communication between the park district and contractors/consultants; ensures projects specifications and timelines are met; reviews final punch lists
- Creates, with administrative support, purchase orders for projects; receives, reviews, and processes invoices for payment; maintains project files
- Assists with the preparation of requests for qualifications (RFQs), requests for proposals (RFPs), answering questions to such documents, and scoring RFQs and RFPs in advance of contractor selection
- Maintains an inventory of signs, maps, interpretive panels, and other specialty installations throughout the park district
- Assists with the annual preparation of capital project lists and cost estimates
- Ensures projects adhere to best-practices, district standards. and regulations
- Reports deviations from plans and helps correct potential issues
- Safeguards and protects the environment during construction activities
- Completes/records inspection reports for projects
- May assist other departments with special projects
- Other duties as assigned

**Necessary Knowledge, Skills, Abilities**

- Proven teamwork, communication and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy,

reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility

- Minimum of an associate's degree in a relevant field
- Ability to communicate effectively through writing, drawing, and speaking
- The ability to maintain effective working relationships with associates, other professionals, and the general public; the ability to handle sensitive inquiries from and contacts with other agencies and the general public
- The ability to define problems, collect data, establish facts, and draw conclusions
- Experience with project management and the ability to work with construction contractors and design consultants
- Familiarity with GIS and Microsoft Office
- Basic computer operations skills
- Ability to read maps and construction drawings
- Familiar with local, state, and federal permits/regulations
- Experience with the public procurement process

**Required Physical Abilities Include the Following, But Are Not Limited To**

- Must work in the outdoors under a wide range of conditions throughout the year, including heat and insects in summer and extreme cold in winter
- Must occasionally lift items in excess of 50 pounds
- Must occasionally work around heavy equipment during construction projects

**Desired Training and Experience Requirements**

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening