

City of Philadelphia
Department of Parks and Recreation
Fairmount Park
Environment, Stewardship & Education Division

PROJECT COORDINATOR

Position Description

GENERAL DEFINITION

Fairmount Park is seeking a **Project Coordinator** to work with the Park's Environment, Stewardship & Education Division (**ES&ED**). Fairmount Park, Philadelphia's park system, encompasses 9,200 acres, including 5,400 acres of natural area.

The **Project Coordinator (PC)** is to assist ES&ED staff in restoring and maintaining park natural areas (i.e., forests, meadows, wetlands and streams). The position specifically focuses on facilitating and overseeing work by contractors in the field on projects funded by an American Recovery and Reinvestment Act (ARRA) Grant through the U.S. Forest Service. In addition, the PC will assist in developing training programs in arboriculture and ecological restoration. The Project Coordinator is a full-time temporary position funded by the ARRA grant until December 31, 2011. This position reports directly to the ES&ED's Director of Natural Resources.

MAJOR RESPONSIBILITIES OF THE POSITION

- Work with the Director of Natural Resources, Restoration Specialist, other Park staff, consultants and contractors to plan, design and implement restoration projects.
- Facilitate ecologic improvement and integrity in all FP projects, with emphasis on use of appropriate plant species.
- Assist in developing project plans and bid documents for projects such as tree removals, land clearing, reforestation, and meadow creation.
- Develop Erosion & Sedimentation Control Plans for projects.
- Complete applications to obtain permits as needed from the PA Department of Environmental Protection and the Philadelphia Water Department.
- Provide close oversight of contractors implementing projects, including stormwater-related projects such as stream restoration and erosion gully repair.
- Document data as needed for reporting for the Forest Service grant. Photo -document projects.
- Assist with developing a training program in ecological restoration for college students and/or graduates. The training will primarily consist of field work in Fairmount Park through the Forest Service grant period. Assist with field oversight of the students during the training.
- Assist with developing a training program in arboriculture for young adults. The training will consist of classroom study and field work in Fairmount Park through the Forest Service grant period. Actual training may be done by outside partners.
- Provide technical support for Park staff and partners.
- Assist with writing grant applications to secure additional project funding.
- Communicate with local, state and Federal agencies and public and private non -profit organizations related to natural lands restoration.
- Serve on committees to represent the Park and ES&ED as appropriate.
- Perform additional tasks as requested.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Ecosystems and natural processes.
- Native and exotic flora of southeastern PA.
- Ecological restoration methods.
- Methods of bidding and contracting work.
- Project permitting requirements.

Ability to:

- Work independently, as well as part of a team.
- Coordinate and expedite the implementation of projects.
- Propose appropriate plants, methods and materials for restoration projects.
- Prepare and read construction documents, plans and specifications.
- Effectively supervise large contractor projects.
- Manage multiple tasks simultaneously in an efficient and timely manner.
- Communicate effectively, in verbal, written and graphic form, with contractors, construction managers, park staff and the public.
- Proficiently use Microsoft Office computer programs.
- Attend and participate in occasional evening and weekend activities.

Other:

- Commitment to the goals of the Department of Parks and Recreation, Fairmount Park and the Environment, Stewardship & Education Division.
- Familiarity with the Fairmount Park system desirable.
- Valid PA driver's license required.

EDUCATION

- Person must possess a minimum of a Bachelor of Arts or Science degree in forest management, ecology, environmental science, or a related field.

EXPERIENCE

- Person must possess a minimum of five years work-related experience of a nature similar to this job description,
- Or any equivalent combination of education and other relevant experience as related to this work.

PHYSICAL AND MEDICAL REQUIREMENTS

- Ability to physically perform the duties of the position and to work in conditions required of a position in this type.

OTHER

- Philadelphia residency is preferred.
- Fairmount Park is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age or disability.
- The base annual salary for this position is \$36,000, plus full benefits; including vacation and Holiday time, annual pension contribution, 457(b) plan, health care (incl. dental and vision) and long term disability insurance.

Interested individuals should send a resume with cover letter, references and any other appropriate supporting information to:

Robin Klink
Fairmount Park
1 Parkway, 10th Floor
1515 Arch St.
Philadelphia, PA 19102-1511

Information may be sent via e-mail to robin.klink@phila.gov. Questions may be directed to Robin Klink at 215.683.0213. All information must be received no later than Monday, **January 18, 2010**.