

Position Description

Job Title:	Seasonal Planning & Capital Projects Assistant	Revision Date:	06/30/2026
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Elizabeth Svekla
Hourly Rate:	\$20.00	Application deadline:	08/07/2026
Position Type	Temporary/Seasonal Employment; Nine (9) Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

Philadelphia Parks & Recreation is seeking a detail-oriented, motivated individual to join our **Planning and Capital team** for a 9-month seasonal assignment. This role is essential in modernizing our asset management systems and ensuring the successful delivery of capital improvements across our 10,000+ acre system.

Responsibilities

You will provide critical support to our planning and capital team through a mix of site visits, data organization, and technical review.

1. Site Based Observations & Asset Management

- Conduct site visits to identify and verify park assets (equipment, structures, utilities).
- Utilize **ArcGIS Field Maps** to collect and update spatial data.
- Develop and refine input formats/templates for a future department-wide asset management database.

2. Project Management Support

- Assist in the development of **Standard Operating Procedures (SOPs)** for capital project management.
- Interface with Project Managers at the **Capital Projects Office (CPO)** to track progress and resolve project bottlenecks.
- Advance specific project tasks as directed by the supervisory team.

3. Technical Review & Data Migration

- Review technical construction documentation (drawings, specifications, and submittals).
- Audit **O&M Manuals** to ensure final "As-Built" drawings and warranty information are captured.
- Lead file migration efforts, organizing digital project archives on **SharePoint** and Network drives.

Competencies, Knowledge, Skills and Abilities

- **Technical Literacy:** Proficiency in **Microsoft Office suite** is required.
- Experience with ArcGIS Field Maps or similar mobile data collection tools is a major plus.
- **Subject Matter Knowledge:** Familiarity with **Architecture, Engineering, or MEP** (Mechanical, Electrical, Plumbing) systems is highly preferred.
- **Mobility:** Must possess a valid driver's license and the ability to drive yourself to various park sites throughout the City of Philadelphia.
- **Organization:** Strong attention to detail and a "knack" for digital filing and process improvement.

Qualifications (Education and Experience)

Completion of a bachelor's degree program at an accredited college or university, in Architecture, Architectural Engineering, Landscape Architecture or a closely related field.

We value diverse experiences and are open to flexible qualifications. If you are passionate about this role and meet some of the key criteria, we encourage you to apply.



Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to the attention of **Elizabeth Svekla** at PPR.CapitalProjects@phila.gov
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr @phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>