

Job Information

Job title	Park Planner / Designer	Job Code: PKPLN	Pay Grade: P
Title of immediate supervisor	Manager Park Planning and Development		
Department/Division	Parks & Recreation / Parks		
Prepared by	N. Pallan		
Date Created	Mar 17, 2015	Revised date	
Dept Head Signature	Originally Signed by Doug Henderson	Date	April 17, 2015

Job Purpose

Performs professional level work in the planning, design, and development of parks (ie. parks, trails and public open spaces).

Duties and Responsibilities

- Undertakes a variety of park planning activities and studies; collects and analyses data; and prepares reports, findings and recommendations.
- Researches and prepares park policies and strategies related to land use, recreation, environmental stewardship, habitat protection and ecosystem planning for review and approval.
- Participates in creating the park planning process for the Parks Division and applies the process to a wide variety of projects.
- Reviews and evaluates park proposals from technical, legal, policy, and contextual perspectives, and provides comments and makes recommendations.
- Designs and implements appropriate public participation processes for a variety of projects. Uses principles of the District's public participation policy to ensure consistency with municipal practises.
- Conducts research to ensure park plans and processes are based on current trends and best management practises.
- Performs technical work related to parks landscape design and development projects including field investigation; data collection and relevant research for a wide variety of projects including new park developments, park renovations and upgrades which can include park structures, playgrounds, sports fields, trails, drainage and storm water systems and other related facilities.
- Prepares conceptual and detailed design drawings and specifications for a wide variety of park design and development projects in sufficient detail that they can be used in an RFP for hiring a consultant or contractor.
- Performs computational, design and drafting tasks including using current versions of AutoCAD, ArcGIS, graphic design, Microsoft Office and project management software.
- Prepares preliminary cost estimates for parks capital projects.
- Prepares Request for Proposals for external planning and design projects, evaluates responses and recommends to the Manager, the choice of the successful candidate.
- Reviews plans and cost estimates submitted by consultants, undertakes contract administration for duration of project, monitors project budgets, reviews work through to completion of end of project.
- Coordinate field inspections on construction projects, may negotiate required adjustments with consultants, contractors and municipal staff where appropriate.
- Maintains regular liaison with municipal crews, contractors, consultants, suppliers, government agencies, public and other involved parties, referring non-routine matters to his/her supervisor.
- Answers general inquiries, and interprets regulations and bylaws as they pertain to park planning, development, and design processes and issues.
- Maintains written and verbal liaison with various internal and external groups and agencies concerning a wide range of park related planning and design issues.

- Serves as a member on a variety of committees and study groups.
- Manages and coordinates multiple projects concurrently, maintains records, issues site instructions and prepares progress reports.
- Represents the Municipality attending, organizing and facilitating committee meetings, public meetings, open houses, or workshops for presentation of design concepts and for review/discussion of park development projects.
- Prepares material and delivers presentations to various groups.
- Prepares letters, correspondence and reports; and maintains accurate and current files, records, and required documentation.
- Creating and maintaining web content accurately describing current projects.
- Maintains complete files and notes on his/her designs.
- Directs the work of others as required.
- Performs other related duties as required.

Qualifications

- University degree in landscape architecture, engineering, architecture, or similar related field to planning.
- Eligibility for membership in the Canadian Institute of Planning, and/or the BC Society of Landscape Architects.
- Four years of directly related park experience in park planning and design.
- Training and/or related experience in the use of AutoCAD programs, computer graphics, Microsoft Office and presentation software.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 BC Driver's Licence.
- Possession of a private automobile available for work-related use as and when required.

Physical Requirements

No physical activity required.

Working Conditions

Works in an office environment and does site visits.