

Job Information

Job title	Senior Park Planner		Job Code: SRPKPN	Pay Grade: T
Title of immediate supervisor	Manager of Parks Planning & Development			
Department/Division	Parks, Recreation & Community Services/Parks			
Prepared by	Paul de Greeff			
Date Created	May 23rd, 2023	Revised date		

Job Purpose

This position works across the organization on the development of medium and long-range park planning and development initiatives. The Senior Park Planner organizes the work of Park Planners and Landscape Technicians, develops and tracks the parks capital budget, coordinates projects, and plans park assets throughout the park system. The Senior Park Planner also provides park planning and design advice and guidance to Council, other Municipal departments, community groups and the public.

Duties and Responsibilities

- Leads the development of parks planning and development initiatives using a project management approach, especially in relation to internal and external stakeholders and cross departmental initiatives.
- Coordinates the work of Park Planners and Landscape Technicians, including coaching, team building and leadership. Maintains performance standards and takes positive action to resolve issues.
- Plans the annual work program and schedule of the Parks Construction Section with the Park Construction Supervisor
- Facilitates implementation and documentation of capital work plans for Parks' construction section and coordinates the 5-year Parks capital budget.
- Researches, analyses, and produces plans, studies, reports, and recommendations related to a variety of multi-faceted policy and process issues.
- Oversees projects from initiation to completion, developing associated work plans and community engagement processes, managing project teams, and adhering to timelines and budgets.
- Works collaboratively, negotiates, and liaises with other municipal departments, municipalities, agencies, federal and provincial departments, consultants, developers, and the community to achieve departmental goals and objectives.
- Prepares and administers grant applications, project charters and terms of reference, and oversees consultant work.
- Assists in building and fostering formal and informal Indigenous relations with neighboring First nation governments, urban Indigenous residents, and Indigenous organizations, through park planning.
- Coordinates with Purchasing to procure consultants for special projects.
- Ensures park planning and design work is consistent with Parks' asset management program.
- Reviews project designs in relation to public safety, health and welfare, and compliance with senior government environmental legislation and policy, including referral design review and review of subordinate staff work.
- Prepares and presents information before various groups and facilitates meetings and workshops with internal and external stakeholders and the public.
- Responds to public enquires and complaints.
- Assists with interviews, selection and hiring of new and advancing employees.

- Represents the Parks Division and makes presentations at Council and Committee of the Whole meetings, Public Hearings, advisory committees, community meetings and events.
- Provides leadership, technical assistance, and advice to Parks staff.
- Performs other related duties as required.

Qualifications

- Master's degree in landscape architecture, architecture, planning, or related discipline.
- Five year's experience related to park planning and design. Experience should include at least one year of supervisory experience and two years of project management and contract administration.
- Proficiency in Microsoft Office Suite, GIS, AutoCad/CadFX. Experience with Asset Management software, Adobe Design Suite considered an asset.
- Excellent communication, research, writing, presentation, project management, public engagement, and diplomacy skills.
- Proven knowledge of park planning and design.
- Registered accreditation with the appropriate body related to degree, such as RLA, MCIP etc.
- IAPP accreditation and PMP an asset.
- An equivalent combination of education and experience may be considered.
- Valid Class 5 Driver's licence.

Physical Requirements

Work requires regular site visits that can include walking on uneven surfaces, climbing, kneeling, carrying, or crouching and access to construction sites in rough terrain.

Working Conditions

Works in an office environment and visits construction sites, private properties, parks, and natural areas. May be required to work evenings or weekends for special events.