



CITY OF COLWOOD

JOB DESCRIPTION

TITLE: PARKS PLANNER I
DEPARTMENT: COMMUNITY PLANNING
POSITION TYPE: FULL-TIME AUXILIARY UNION POSITION (TEMPORARY)
PAY GRADE: PAY GRADE 15 (Under Review)
LAST UPDATED: SEPTEMBER 2022 (Under Review)

NATURE AND SCOPE OF WORK

Reporting to the Director of Community Planning, the Parks Planner I contributes to the effective operation of the City's Park system through parks and open space planning, design, project development and coordination, inventory, and assessment. This position provides support to both the Community Planning and Parks Operations Teams in meeting departmental goals and objectives. The Parks Planner will also be required to regularly liaise with various government and partner agencies including Parks Canada and local First Nations.

TYPICAL DUTIES AND RESPONSIBILITIES

- Coordination of City parks planning projects including initiatives related to a potential future National Urban Park.
- Performs all aspects of parks planning including research, community consultation, landscape design, concept plans, management plans and general park planning.
- Undertakes the development and design of parks and open spaces including site assessment, use studies, research, and liaison with stakeholders. Assists with the preparation of concepts and detailed designs for specific park developments; prepares work plans, specifications, and preliminary cost estimates.
- Assists in large planning processes including preparation of terms of reference, tender documents, consultant selection and supervision, liaison with project committees and consultant.
- Assists with work required to obtain and operate new foreshore and Crown land leases for parks purposes.
- Provides recommendations to the Director of Community Planning and Parks Manager regarding parkland acquisition and dedications. Reviews subdivision applications and development proposals provision and use of parkland in area. Assesses properties to ensure conformity with open space/park planning objectives and design standards; identifies physical planning and development issues. Obtains and monitors various licenses, leases and other tenure documents related to parkland.
- Attends community organization meetings including Esquimalt Lagoon Stewardship Initiative meetings to provide and collect information.



- Assists with the development and delivery of presentations to City Council and Committees.
- Facilitates and conducts public surveys, open houses and public meetings.
- Develops marketing, promotion and educational strategies and materials and coordinates information for distribution. Coordinates Park information for local and regional media in collaboration with the Communication Manager.
- Responds to public inquiries regarding parks and open space issues in the City.
- The above generally describes the responsibilities involved with the position however is not intended to be an exhaustive list.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Post-secondary college/university degree in Landscape Architecture, Land Use Planning, or other relevant degree program.
- Three years prior job-related experience in park planning, development and management, or an equivalent combination of training and experience.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Ability to function efficiently with little direction to establish and maintain effective working relationships with volunteers, municipal officials, and other employees, to meet and successfully serve the public on a continuing basis.
- Excellent project management skills including the ability to effectively control project timelines and project resources/budgets.
- Ability to maintain the confidentiality of matters as required.
- Ability to organize and conduct park planning and consultation processes, including a good working knowledge of site planning, landscape design and community planning principles.
- Experience in coordination of work related to parks planning and development projects.
- Ability to effectively coordinate and collaborate with staff, volunteers, contractors and consultants.
- Proven ability to plan and achieve goals and work independently under pressure and to deadlines.
- Familiarity with planning documents, map reading and legal descriptions.
- Knowledge of GIS applications including the ability to access and use digital mapping data.
- Ability to work varied hours as necessary to meeting the requirements of attending public meetings (some evening and weekend work).
- Thorough knowledge of business English, spelling, and punctuation.
- Demonstrate proficiency in the core competencies of:
 - Adaptability: Willingness to be flexible in a changing environment.



- Relationship Building: Establishes and maintains respectful and cooperative working relationships.
- Effective Communication: Communicates effectively with others.
- Problem Solving: Recognizes and acts to resolve problems.
- Organization: Organizes the work so that others will understand it to achieve the City's goals.
- Constituent Focus: Provides excellent service to both internal and external parties.

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- Class 5 BC Driver's License is preferred.