

# RDCO Job Description



**Position Title:** Parks Planner  
**Reports To:** Director of Parks Services

**Division:** Parks Services  
**Date:** November 17, 2011

## Job Purpose/Summary:

The Parks Planner is responsible for the successful delivery and leadership of department planning initiatives by: preparing park, trail and facility management plans; directing and coordinating the assembly, analysis and mapping requirements associated with the department GIS database; preparation of environmental and social studies and integrating this information with park, trail and facility planning; preparation of park infrastructure development plans; organizing and conducting public engagement related to park and facility planning initiatives; coordinating the implementation of park and facility management plans with the Department Director and Manager(s).

## Principal Accountabilities:

1. Provide park planning and design solutions for new and existing parks within the Region including:
  - Prepare park development and natural resource management plans.
  - Coordinate community consultation process.
  - Supervise construction.
  - Administer budgets on capital projects within Parks Department
  - Project management of capital, development and consulting service..
2. Coordinate the assembly, analysis and mapping requirements associated with all department GIS database initiatives,
3. Coordinate and complete regular and special park planning projects such as: site specific landscape designs, recreation and facility planning, park system inventory, environmental and wildlife management analysis, conservation programs, habitat/ecosystem restoration and parks resource management.
4. Review and provide comments on referral applications for park requirements on zoning, subdivision and Crown land applications to ensure land use meets community and Regional Board interests and requirements.
5. Liaise with Provincial, Local Government and Non-Governmental Organizations (NGO) and serve on ad hoc interdepartmental project teams and Regional District committees.
6. Prepare and present reports to inform and obtain approval from the Regional Board on various strategic projects.
7. Prepare, submit, track and oversee grant applications to fund park projects.
8. Administer and provide services to Donation Programs.
9. Provide training and functional direction to summer students and term employees.
10. Other related duties as assigned.

## Reporting Relationships:

**Direct Reports:**

## Dimensions: (annual/approximate):

## Knowledge, Skills & Experience:

### Educational Background Required:

- Undergraduate degree in landscape architecture, land use planning, parks management with a focus on park planning in a natural area context.
- Valid BC Drivers Licence

### Experience Required:

- Minimum 5 years related experience in park and site planning.
- Demonstrated strong working and analysis skills in the use of GIS applications (ArcGIS ) including the ability to assemble, access and use digital mapping data.
- Demonstrated ability in site surveying and layout associated with park landscape site improvements.
- Demonstrated strong working and analysis skills in the use of land based mapping technologies such as ArcGIS, AutoCAD, GPS systems.
- Demonstrated strong working and analysis skills in the use of suite of Microsoft Office software.
- Experience working in a team environment.

## Working Conditions:

- **Physical Effort:** Walking park sites to gather data, and occasional manual and GPS surveying.
- **Physical Environment:** Office environment with some field work - occasional exposure to all weather conditions.
- **Mental Stress:** Multiple projects with tight deadlines.
- **Sensory Attention:** Moderate sensory attention required to review schematics and CAD drawings. Must be aware of physical surroundings in parks.