

RDCO Job Description



Position Title: Parks Planning and Development Technologist
Reports To: Manager – Park Planning, Capital Projects, and Visitor Services

Division: Parks Services
Date: December 15, 2016

Job Purpose/Summary:

The Parks Planning and Development Technologist is responsible for assisting in the acquisition, planning, design and preparation of development plans for parks and recreation facilities in the Regional District of Central Okanagan. The Parks Planning and Development Technologist will facilitate the preparation of park plans for existing community and regional parks, including the acquisition of site survey data, preparation of landscape design drawing sets (inclusive of design details), and preparation of presentation drawings for review and presentation to RDCO staff, community residents and elected officials. The position is also responsible for the collection, management, analysis, interpretation and, presentation of digital spatial data and files for the production of GIS maps, the use of spatial data for the management of all aspects of regional parks and trails, and the organization and administration of ecological, planning, development and operational inventory data and files.

Principal Accountabilities:

1. Develop and implement detailed design drawings, details, technical specifications, schedule of quantities and cost estimates for external tendering and internal implementation processes.
2. Assist and provide recommendations in the development and on-going implementation of Park Services Asset Management program.
3. Assist and provide recommendations towards the preparation of park development and management plans, such as:
 - a. Research and analysis
 - b. Preparation of park concept plans
 - c. Cost estimating and implementation
4. Assist in development application referral reviews for conformance with current legislation and policy (internal and external) and provide recommendations.
5. Assist in the coordination of community consultation processes related to park planning and development projects.
6. Complete park site land surveys as required.
7. Complete park asset inventories using GPS.
8. Presentation of park development and management plans to RDCO staff, members of the public and elected officials.
9. Perform construction contract administration and supervision of various park projects.
10. Maintain a Parks Geographic Information System (GIS) data base of all park properties, infrastructure, and ecosystems.
11. Complete digital mapping requests from internal and external clients.
12. Other duties as assigned.

Reporting Relationships:

Direct Reports: None

Knowledge, Skills & Experience:

Educational Background Required:

- Post secondary diploma in Landscape Architectural Technology, Civil Engineering Technology or a related site planning discipline.
- Demonstrated training in Computer Assisted Drafting (CAD) and Geographic Information Systems (GIS).
- Valid BC Driver's Licence.

Experience Required:

- Six months related experience in park and site planning and design.

Demonstrated:

- Ability and skills in contract management.
- Knowledge of the BC Local Government Act.
- Ability to complete site surveys and designs.
- Ability and skills in the use of GIS and CAD software (ESRI ArcGIS, AutoCAD, Vectorworks etc.).
- Ability and skills in the use of Inventory/Survey grade GPS technology.
- Ability to work in a team environment.
- Strong written, verbal and graphic communication skills.

Working Conditions:

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