

RDCO Job Description



Position Title: Parks Planning and Development
Technologist Co-op Student

Division: Parks Services

Reports To: Manager – Park Planning & Capital Projects

Date: April 6, 2018

Job Purpose/Summary:

The Parks Planning and Development Co-op Student 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 Co-op Student will assist in the preparation of park plans for existing community and regional parks, including the acquisition of site survey data, preparation of park design drawing sets (inclusive of design details), and preparation of presentation drawings for review and presentation. In addition, the position will assist in the collection, management, analysis, interpretation and presentation of digital 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. Assist in developing and implementing 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 the coordination and completion of park site surveys as required.
5. Assist in the completion of park asset inventories using GPS.
6. Presentation of park site concepts and designs to staff and external stakeholders.
7. Assist in the construction supervision of contracted park projects.
8. Assist in preparation, quality control, and production of GIS maps for park purposes.
9. Assist in maintaining a Parks Geographic Information System (GIS) data base of all park properties, infrastructure, and ecosystems.
10. Facilitate guide and assist with training Regional Parks staff on GIS, digital data management and file organization, survey data collection standards and mapping.
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:

- Currently enrolled in post-secondary education in Landscape Architecture, Civil Engineering, or a related site planning discipline.
- Valid BC Driver's Licence

Experience Required:

- Experience and understanding of park, trail and facility design, civil engineering, site surveying and layout, and tender preparation.
- Strong understanding of word processing and spreadsheet software (MS Office).
- Experience and understanding of computer assisted drafting software (AutoCAD).
- Understanding of Geographic Information Systems (ESRI), GPS, and surveying systems.
- Strong written and verbal communication skills.
- Solid organizational skills.
- Ability to work with minimal supervision.
- Demonstrated team working abilities and ability to maintain positive working relationships.

Working Conditions:

- **Physical Effort:** Regular travel by vehicle; site inspections and data gathering while working and traversing parks in all weather conditions.
- **Physical Environment:** Office and field work with exposure to all weather conditions, multiple projects with tight deadlines. Occasional flexible work schedule may be required to meet service needs.
- **Mental Stress:** Occasional exposure to public complaints regarding parks services.
- **Sensory Attention:** High requirement due to accuracy, precision and detailed nature of the park design work.