



City of Woodland

PARK PLANNER

DEFINITION

To plan and design the development of parks, open space and recreation facilities. Responsible for park planning and construction management for the development of new parks and rehabilitation of existing parks, including reviewing and coordinating plan checking and construction projects.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Parks, Recreation, Community Services Director. Responsibilities include direct and indirect supervision of assigned personnel. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plans and organizes the preparation of specifications, estimates and bid documents for park design, construction, renovation, landscaping and related projects. Prepares contractual agreements and administers and monitors contracts. Coordinates park development, capital improvement, planning and construction activities. Inspects, evaluates and coordinates park development projects to ensure work is performed in accordance with plans, specifications, contracts and City standards. Processes all contract documents, including purchase orders, change orders, agreements, bonds and insurance. Prepares and monitors the park planning budget. Conducts special research regarding the City's current and future parks and recreation needs, to include land use regulations and constraints. Prepare or coordinate preliminary site plans, construction drawings and specifications to include the design and layout of grading, drainage, paving, irrigation, plant materials and play equipment systems. Provides technical guidance and assistance to Parks and Recreation staff. Coordinate and administer grants and contracts from state and federal agencies. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Checks and corrects landscape architectural plans. Inspects park development projects. Facilitates public park planning meetings. Prepare a variety of technical reports, correspondence and records. Serve as Acting Parks, Recreation, Community Services Director, as assigned. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Basic principles, practices and trends of park planning and development to include landscape architecture and facilities placement. Maintenance and improvement of parks, recreation facilities and other landscaped areas. Modern methods, materials, equipment and tools used in the construction and maintenance of park and recreation facilities. Principles and practices of horticulture and plant characteristics. Ordinances, regulations and laws related to land development and park planning including the California Environmental Quality Act (CEQA). Laws and regulations related to park fee assessments. Grant and contract development and administration including inspection of construction projects. Principles and practices of administration, budget and personnel management. Safe work practices.

Skill to:

Identify, analyze and interpret parks, open space and recreational facility needs. Plan, design and administer parks and recreational facility development. Interpret maps, site grading, landscape, irrigation and building plans and specifications. Prepare accurate cost estimates and project budgets. Monitor construction schedules and negotiate changes in scope of work. Make independent decisions and work independently. Communicate clearly and concisely, both orally and in writing. Maintain proper records and prepare accurate reports. Inspect and evaluate construction and maintenance work. Select, supervise, train, and evaluate subordinates. Establish and maintain effective work relationships with those contacted in the performance of required duties.

Ability to:

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

Minimum Education and Experience:

Education:

Bachelor's degree from an accredited college or university with major work in landscape architecture, park administration, environmental studies or related field.

Experience:

Three years of work experience in park planning and development, to include the design and construction of parks facilities and other landscaped areas.

License and Certificate:

Required upon hire, possession of an appropriate valid California Driver's License. Possession of a landscape architect license issued by the State of California is desirable.

Council Action: July 26, 2005