

THE CORPORATION OF THE COUNTY OF BRANT  
**INTERNAL NOTICE OF POSITION VACANCY**

**POSITION:** Park Planner  
**REPORTS TO:** Director of Parks and Facilities  
**DEPARTMENT:** Community and Protective Services  
**LOCATION:** Initial Placement – Community Services Administration, Paris

**Minimum Qualifications:**

- Bachelor's degree or diploma from an accredited college or university in Landscape Architecture, Park Planning, Urban or Land Planning, Project Management, Engineering, Parks and Recreation, or a closely related field
- Three (3) years' experience in capital project management, parks and recreation design and development, engineering, or similar professional work in land planning
- Knowledge of laws and regulations governing park planning in Ontario, considerable knowledge of landscape design principles and practices, landscape construction methods and materials, and horticultural techniques and practices
- Fundamentals of parks, trails and open space planning, development, resource management, and recreation programming
- Strong project management, construction documentation and contract administration skills, budgeting and purchasing methods and procedures
- Able to communicate through graphic representations including mapping, master plans, site specific park plans, engineered plans, specifications and other technical documents and to present ideas effectively in oral and written form
- Experience selecting, managing and supervising consultants, specific master plans, engineered plans, specifications, contracts and other documents
- Experience using AutoCAD, GIS, Adobe Creative Suite
- A valid Ontario 'G' driver's license, in good standing, with access to a reliable vehicle for corporate use and ability to work outside normal business hours, as required.

**Assets:**

- Membership in Ontario Association of Landscape Architects (OALA)
- Public sector experience

**Duties:**

- Assembles, analyzes and interprets a variety of demographic, zoning and other information pertinent to park planning
- Reviews and analyzes current planning proposals through the development process
- Prepares park design for new and renovated parks including SWP ponds, streetscaping, trails, corridor and gateway features
- Reviews and processes parkland dedications, oversees the implementation of the Trail Master Plan
- Advises on tree and vegetation management, engineering design standards, urban design, community improvement projects, recommended species list etc.
- Prepares detailed project scopes and specifications that accurately communicate projects to prospective bidders
- Coordinates the implementation of assigned park, trail and community development projects with other municipal staff
- Updates and maintains the parks asset database in GIS and asset management software programs, maintains project files and construction drawings
- Prepares materials for use in presentations and participates in public engagement and on task forces and committees related to work projects
- Develops conceptual plans and prepare detailed specifications for projects, reads and interpret construction drawings and specifications, oversee the work of consultants as required
- Balance competing interests and recognize sensitive political and organizational issues when they arise
- Develops written reports and budgets in concise and organized format and provide periodic updates regarding the status of assigned capital construction projects
- Performs other related duties as required

**Annual Salary Range** - \$71,016 - \$83,083 (Job Grade 7 Under Review - 35 hours per week)

Please visit [www.brant.ca/jobs](http://www.brant.ca/jobs) to apply for this opportunity.

**The application deadline is 11:59 p.m., September 17, 2019**

**Date of Posting: September 3, 2019**

The County of Brant is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the County if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the Municipal Freedom of Information and Protection of Privacy Act.