

EXTERNAL JOB OPPORTUNITY

POSITION:	LANDSCAPE ARCHITECT	JOB POSTING #:	2021-0217
POSTING PERIOD:	Friday, July 9, 2021 at 8:30 a.m. to Friday, July 23, 2021 at 4:30 p.m.		
DEPARTMENT:	Parks Development	UNION:	Non-Union
LOCATION:	Various	JOB CODE:	NU0552
POSITION STATUS:	Regular Full-Time	GRADE/CLASS:	NU12
# OF POSITIONS:	1	RATE OF PAY:	\$86,244.13 to \$104,830.80 Annually.
POSITION #:	00004169	SHIFT WORK REQ'D:	No.

DUTIES:

Reporting to the Manager, Parks Development or designate, this position will be responsible to assist in the design, development and preparation of park and site development plans. The incumbent will be responsible for the design and development of Parks and Recreation projects through all phases, including preparation/writing specifications, construction documents, public presentations and site supervision and contract administration. Will review and recommend terms and conditions of landscaping/planning requirements for the City site plan control, rezoning applications and subdivisions. Will assist in the day-to-day administration of the Design and Development division including the direction of staff for review of various design and development projects and plans; review, write, recommend and make changes to landscaping policies, procedures, reports and specifications. Will be responsible for the supervision and management of construction projects as well as the design and layout of all park mater plans. Incumbent will provide direction to project contractors, design development staff as it relates to park planning and park design or consultants as required and will be responsible for authorizing approvals for expenditures. Budgetary responsibility will be a key component of this position as it relates to project management such as capital projects ranging in value between \$1 million to \$3 million dollars. Will be required to travel to off-site locations. Will perform Occupational Health and Safety duties as outlined in the Corporate Health & Safety program. Will perform other related duties as assigned.

QUALIFICATIONS:

- Must have a University Degree in Landscape Architecture or Ontario Ministry of Education equivalencies and a minimum of four (4) years of progressive experience in landscape architecture such as park planning, design development, contract administration, construction project management, supervision and administration;
- Must be a member of the Ontario Association Landscape Architects (OALA);
- Must hold and maintain a current valid and lawful Class 'G' Driver's License in accordance with the Highway Traffic Act, for the purposes of operating a City of Windsor vehicle and provide a driver's abstract as a condition of employment.
- Must have proven ability to work in a team environment;
- Must have the ability to solve problems and meet deadlines under pressure;
- Must have excellent communication, presentation, organizational and interpersonal skills;
- Proficiency in Windows based software including Word, Excel, Microsoft Outlook, CAD software, systems and graphic software packages;
- Should have knowledge of the Occupational Health and Safety Act, its regulations and knowledge of the hazards associated with work;
- Completion of urban design courses/projects will be considered an asset;
- Knowledge of Sketch-up or a 3-D modeling design software is considered an asset;
- Knowledge of the development review process will be considered an asset;
- The physical demands analysis associated with this job indicates a sedentary to light level of work.

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HOW TO APPLY:

- An online application is available and must be completed and submitted by no later than the posting period noted. Internet access is available at your local library branch.
- If you require assistance to apply online, please contact recruitment@citywindsor.ca or call (519) 255-6515.
- The City of Windsor strives to protect all personal information submitted via the internet in response to job postings. We will not ask you to provide your social insurance number or banking or other financial information. Sometimes things happen that are beyond our control. We cannot guarantee that data in our system is immune from unauthorized access. Please have this in mind when you decide to respond to job postings.
To apply for this position, click [APPLY NOW](#)

NOTE:

- **Only those applicants selected for an interview will be acknowledged.**
- We offer a smoke-free office environment.
- Personal information is collected under the authority of the Municipal Act, c. 25 as amended, and will be used to determine eligibility for employment.
- The Corporation of the City of Windsor is an Equal Opportunity Employer.

In accordance with the Accessibility for Ontarians Act, 2005 and the Ontario Human Rights Code, the City of Windsor will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the City of Windsor Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation.