

<b>Job Title:</b> Parks Planner		<b>Pay Grade:</b> 10
<b>Department:</b> Community Services		<b>Reports To:</b> Manager of Parks
<b>JJE Maintenance Date:</b> 2024	<b>Content Last Updated:</b> August 2024	<b>Position(s) supervised:</b> N/A

### **JOB SUMMARY**

Leading parks planning initiatives for the Comox Valley Regional District (CVRD), the Parks Planner participates in a variety of parks planning, and trail planning projects, many of which are complex and politically sensitive and integrate social, cultural, environmental and technical considerations.

The Parks Planner is responsible for implementing and updating the electoral areas as well as regional long-range strategic parks and trails plans; designing and facilitating interest group and public consultation processes; developing park specific management plans; preparing park site plans; and developing various technical park studies and reports.

This position provides information and professional advice to the public, committees, interested parties and staff on parks and trails planning issues. The Parks Planner works closely with the Manager of Parks and a variety of CVRD staff.

### **MAJOR DUTIES AND RESPONSIBILITIES**

1. Implements and updates the electoral areas community parks and trails strategic plan.
2. Leads the planning and design of a variety of park and trail initiatives including park capital infrastructure renewal and development projects.
3. Implements and updates the regional parks and trails strategic plan in collaboration with First Nations and municipal partners.
4. Prepares, monitors and leads the development, preparation and implementation of park specific management plans.
5. Develops site master plans, conceptual designs and detailed designs for various parks and trails initiatives.
6. Evaluates existing park and trails usage and prepares recommendations and designs for upgrades.

7. Manages construction of capital projects, including budgets and timelines, and oversees project construction.
8. Directs consultants working on planning projects and oversees the administration and supervision of project-specific contracts.
9. Drafts departmental policies, procedures, and bylaws to present to management for review and comment.
10. Prepares and drafts development agreements and staff reports relating to the acquisition, design and development of parks and trails.
11. Presents staff reports and park management plans to directors at CVRD board and committee meetings.
12. Provides information, direction and professional advice to committees, other government bodies, staff, developers, stakeholders, park user groups and the general public on policies, regulations, procedures and matters related to parks and trails.
13. Designs, coordinates and facilitates public and agency stakeholder consultation processes.
14. Consults with community and park user groups to determine community needs and desires for the development of parks and green spaces.
15. Works with the community, other levels of government and other organizations to facilitate community partnerships that enhance the parks system.
16. Fosters and maintains positive working relationships with a variety of stakeholders including school districts, municipalities, government organizations, community groups, First Nations, elected officials, developers, consultants and the public regarding parks planning, development of parks and recreational areas, parkland dedications, etc.
17. Coordinates park and trail land acquisition and tenure initiatives.
18. Identifies and assesses parkland requirements, including environmentally sensitive areas, as part of the land use development referrals process.
19. Determines and develops park programming opportunities and seeks out various partnerships to implement these opportunities.
20. Researches and identifies grant opportunities and prepares applications for park projects.
21. Conducts research and technical studies on a variety of complex and emerging parks and policy matters.
22. Remains current with changes to local government, provincial and federal acts and regulations, new bylaws, policies and processes, general trends and developments within the field of parks planning by attending conferences, presentations, workshops, certification courses and seminars.

23. Undertakes other assigned duties and projects as required.

**REQUIRED EDUCATION AND EXPERIENCE** *(or equivalent combination)*

- Four year or equivalent undergraduate degree in parks planning, landscape architecture, land use planning or related discipline and over 5 years directly related experience in parks planning.
- Membership or eligibility for membership in Planning Institute of BC or the BC Society of Landscape Architects.
- Demonstrated experience and/or education in project management.

**LICENCES, CERTIFICATES AND REGISTRATIONS**

- Valid BC Class 5 driver's license.
- First Aid, level 1

**PREFERRED EDUCATION AND EXPERIENCE**

- Graduate degree in parks planning, landscape architecture, land use planning or related field.
- Experience working in a local government planning or parks environment.
- Experience in strategic planning, policy analysis, and facilitation of public processes.

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- Effectively communicate, both written and verbal.
- Knowledge of the principles and practices of landscape architecture, park and trails planning.
- Knowledge of provincial legislation relating to the work, including the Local Government Act, Land Title Act, Agricultural Land Commission Act, and Agricultural Land Reserve Regulations.
- Knowledge of the CVRD Parks and Trails Strategic Plans, CVRD Official Community Plan and the Comox Valley Regional Growth Strategy.
- Knowledge of landscape construction, materials, costs and methods.
- Knowledge in community planning principles, legal procedures, and environmentally sensitive planning considerations as they relate to parks and trail planning.
- Knowledge of land acquisition processes.
- Understanding the development of outdoor recreation and education programs specifically related to natural sciences and culture.
- Understanding of social issues related to parks and recreation trail planning.
- Ability to prepare park management plans, park and trail master plans and conceptual designs, working drawings, specifications and cost estimates related to the implementation of plans.

- Ability in providing technical advice to other staff, contractors and community organizations related to the planning, development and operation of parks and trails.
- Ability to conduct effective public meetings, facilitate groups and workshops.
- Understanding of political issues and the ability to exercise sound judgment in dealing with ramifications of decisions.
- Ability to effectively explain parks planning processes to the public, community user groups, consultants and other stakeholders in a respectful manner. Deal with complaints, and resolve conflicts using tact, courtesy and patience.
- Strong research skills and ability to write concise and complex reports.
- Ability at managing several projects and assignments in a fast-paced environment.
- Ability to participate effectively in a team environment and contribute to problem solving.
- Proficient with a variety of computer applications including Microsoft Office Suite, Adobe Acrobat, and SharePoint.
- Familiarity with interpretation and recreation programming principals.
- Familiarity with traffic safety legislation; TAC and AT guidelines.
- Strong organizational, conceptual, analytical and problem-solving skills.

**OTHER**

- Ability to occasionally work evenings and weekends, as required.

**EMPLOYEE SIGNATURE**

I have read and understand this job description

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Print Name

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Signature

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Date