



## Senior Park Planner (Full Time, Exempt)

### **Position Summary:**

Under the supervision of the Planning Manager, the Senior Park Planner is responsible for project management, including: design and planning, preparing entitlement and construction documents, writing specifications, presenting at public and Board meetings, and overseeing construction of specific capital improvements to parks, trails, open spaces, and recreation facilities. The position directly supervises the Park Planner I and II positions, and assists in preparing and administering the Department budget and carrying out the overall mission and goals of the Planning and Development Department.

### **Essential Duties:**

- Performs conceptual and master planning, park development entitlement process, park design, detailed construction drawings, cost estimating, and specification writing for capital improvement projects.
- Prepares and issues bid documents for capital improvement projects. Coordinates, reviews and negotiates bids; and makes recommendations for value engineering and awarding contracts.
- Acts as project manager, field coordinator and inspector for medium to large parks, trails, open space and recreation facility capital improvement projects.
- Prepares appropriate paperwork and reports to complete project tasks, including budget management and financial reports related for capital improvement projects.
- Coordinates projects with internal departments, multi-discipline consultants, vendors, and contractors.
- Produces computer graphics varying from rendered site plans to technical construction drawings and details, including 3-D graphic perspectives as necessary to convey design ideas.
- Attends public meetings to review and present plans to citizen groups, developers, various governmental agencies, and District Board of Directors.
- Facilitates public input meetings with homeowner associations and citizen and user groups.
- Acts as the District's representative for inter-agency project design with entities such as cities, counties, utilities, school districts, etc.
- Acts as department head in the absence of the Planning Manager.
- Supervises the Park Planner positions, including but not limited to: work production and products, establishing schedules and milestones, ensuring policy and standards are being followed, and addressing personnel issues.
- Manages and/or prepares technical specifications, standard details, and other design standards and documents to ensure consistency in project development and reporting.
- Writes grant applications to Arapahoe County Open Spaces, Great Outdoors Colorado, and others.
- Assists in analyzing and preparing budgets for the 5-Year Capital Improvement Plan.
- Demonstrates the ability to work independently and professionally, and make timely and appropriate decisions.
- Effectively handles a variety situations and is responsible for maintaining excellent working relationships. Responds promptly to citizen inquiries, and handles citizen complaints in an appropriate manner.
- Required to attend multiple weeknight and occasional weekend meetings.
- Attends and participates in staff meetings, trainings, and orientations.
- Attends work on a regular, reliable and punctual basis.

*This job description should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.*

**Education and/or Experience:**

- Must have a Bachelor's or Master's Degree in Landscape Architecture from a university accredited by the Landscape Architectural Accreditation Board.
- Minimum of six (6) years of recent landscape architecture experience, public projects preferred.
- Minimum of two (2) years of supervisory experience.
- Experience with construction administration, field inspections, and entitlement processes.
- A combination of education and experience may be considered.

**Licenses, Certifications, and Other Requirements:**

- Registered Landscape Architect in the State of Colorado is not required, but preferred.
- Must possess a valid Colorado Driver License or the ability to obtain upon hire and maintain an acceptable driving record.

**Necessary Knowledge, Skills and Abilities:**

- Knowledge of park planning terminology, construction procedures, park development processes and procedures, recreational planning principles, and methods and techniques of land use and environmental and site planning.
- Proficiency in AutoCAD, Adobe Creative Suite, Bluebeam, and Microsoft Office.
- Excellent verbal, graphic and written communication skills including developing, facilitating and leading presentations.
- Must be highly motivated and take direction well with excellent interpersonal skills..
- Ability to research, gather, organize and analyze information.
- Ability to provide outstanding customer service and get along with coworkers, patrons, and supervisors.
- Ability to establish and maintain effective working relationships with other employees, government agencies, public officials, consultants, vendors, contractors and the public.
- Ability to work independently and with a team in a fast-paced and high volume environment with emphasis on accuracy and timeliness.

**Material and Equipment Used:**

To successfully perform the required job duties, this position regularly uses a computer, phone and other office equipment. Computer programs such as AutoCAD, Adobe Creative Cloud, Bluebeam, Sketch Up and other graphics programs, Microsoft Office programs: Word, Excel, Outlook, PowerPoint, Project and Microsoft Internet Explorer are required. This position also sometimes uses manual drafting equipment, instruments, materials, and plotter/scanner/printer. This position may need to drive a District vehicle and/or a personal vehicle for business purposes.

**Working Environment:**

This position primarily works in a comfortable office environment subject to continuous interruptions and background noises. Works outdoors on construction project job sites subject to variable weather, ecosystems and landscapes.

**Physical Requirements:**

Stand, walk, sit for extended periods, handle and operate objects and office equipment, reach outward and above shoulder and carry, pull, push or lift up to 25 lbs. Navigate construction job sites with uneven terrain and obstacles. The employee must be able to see close up and at a distance with vision acuity and the ability to adjust focus allowing a broad field of vision. The employee must communicate clearly and effectively, must understand and be understood.

This list is not all-inclusive and represents examples of the work environment and physical demands.

**To Apply:**

For a direct link to the position click [here](#) or visit our website at <http://careers.ssprd.org/positions>.