About this Opportunity!

Park Planner II
(Full Time, Exempt)
Salary: $57,600 - $71,380
Apply for this position at http://careers.ssprd.org

Position Summary:
Under the supervision of the Planning Manager, this position is responsible for project management including: design and planning, preparing construction documents, writing specifications, presenting at public meetings and Board meetings, and overseeing construction and entitlement of specific capital improvements to parks, trails and open spaces.

Essential Duties:
- Performs conceptual and master planning park development entitlement process, park design, planting plans, pavement design, detailed construction drawings, cost estimating, and specification writing for capital projects.
- Prepares and issues bid documents for capital projects or project elements. Coordinates, reviews and negotiates bids and makes recommendations for value engineering and awarding contracts.
- Performs construction contract and project budget management.
- Acts as project manager, field coordinator and inspector for park, trail, and open space capital improvement projects.
- Coordinates projects with internal departments, multi-discipline consultants, and contractors.
- Produces hand and computer graphics varying from conceptual sketches to technical construction drawings and details, including 3-D graphic perspectives as necessary to convey design ideas.
- Attends public meetings as necessary to review and present plans to citizen groups, developers, governmental agencies, city councils, planning commissions, District staff and District Board of Directors.
- Facilitates public input meetings with homeowner associations and citizen groups.
- Acts as the District’s representative for inter-agency project design with entities such as cities, counties, utilities, school districts, etc. as needed.
- Completes appropriate paperwork and reports to complete project tasks.
- Writes miscellaneous project correspondences.
- Writes grant applications to Arapahoe County Open Spaces, Great Outdoors Colorado, and others.
- Assists with establishing work-related tasks for Park Planner I and Park Planning Intern positions.
- Assists with general project related questions from the Park Planner I and Park Planning Intern positions.
• Effectively handles a variety of customer and vendor situations and is responsible for maintaining excellent working relationships. Responds to customer inquiries in a courteous manner and resolves complaints in an efficient and timely manner.
• Answers questions and requests from the public regarding parks, trails and open space projects.
• Required to attend multiple weeknight meetings and possibly attend an occasional weekend meeting.
• Attend and participate in staff meetings, trainings, and orientations.
• Attend 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:
• A Bachelor's Degree in Landscape Architecture from a university accredited by the Landscape Architectural Accreditation Board.
• Minimum of four (4) years of experience in the field of Landscape Architecture and one (1) year of construction observation.
• Some landscape construction experience preferred.
• A combination of education and experience may be considered.

Licenses, Certifications, and Other Requirements:
• Registered Landscape Architect in the State of Colorado 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; methods and techniques of land use and environmental and site planning.
• Demonstrated skills in AutoCAD, PC, and graphics.
• Demonstrated skills in developing, facilitating and leading presentations.
• Ability to research, gather, organize and analyze information.
• Ability to make timely and appropriate field decisions in a professional manner.
• Must be highly motivated and take direction well with excellent interpersonal and communication skills, both written and verbally.
• Ability to provide outstanding customer service and get along with coworkers, patrons, and supervisors and interact with employees and vendors in a professional manner.
• Ability to establish and maintain effective working relationships with other employees, public officials, private consultants, 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 phone and other office equipment. Computer programs such as AutoCAD, Adobe Creative Cloud, Sketch Up and other graphics programs, Microsoft Office programs: Word, Excel, Outlook, PowerPoint, Project and Microsoft Internet Explorer are required. This position also occasionally 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.

Employee Benefits & Perks at South Suburban
- Comprehensive Medical, Dental and Vision package
- Medical and Dependent Care Flexible Spending Accounts
- Retirement packages with employer contribution/match
- Free Employee Assistance Program
- Paid time off including vacation time, sick leave, personal leave and holidays
- District paid life insurance and long term disability
- FREE use of District fitness centers and swimming pools
- Discounts on recreation classes and golf
- Opportunities for training and promotion from within
- To view a complete listing of the District’s most current benefit package, please visit http://careers.ssprd.org

About Us
Our mission is to foster healthy living through stewardship of the environment, parks, trails, and open space by providing recreational services and programs.

We serve residents in Bow Mar, Columbine Valley, Centennial west of I-25, Littleton, Lone Tree and Sheridan and unincorporated portions of Douglas, Jefferson and Arapahoe counties. We operate four full-service recreation centers, golf courses, outdoor pools and restaurants, two ice centers and miniature golf courses, and a BMX track, a sports dome, batting cages, an entertainment center, a hotel and a nature center. In addition, we maintain nearly 3,800 acres of developed and open space land, including 119 multi-purpose athletic fields, more than 100 parks, nearly 80 miles of trails, 60 playgrounds, 56 tennis courts, and the 880-acre South Platte Park.