

**JOB DESCRIPTION**

**JOB TITLE:** Park Planner

**JOB NO:** PM017212

**JOB FAMILY:** Professional

**FLSA:** Exempt

**SAFETY SENSITIVE:** No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

**GENERAL SUMMARY**

To perform professional level planning and landscape architectural work in the area of park planning; research, analyze and interpret park land use data and trends; and to provide responsible staff assistance to the Manager of Park Planning.

**SUPERVISION**

General supervision is provided by the Manager of Park Planning. The Park Planner will be largely responsible for supervision of construction contractors and field inspections to assure compliance with project plans and specifications.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Research, analyze and interpret park land use data and trends; prepare written reports on various planning matters and elements of the Parks and Recreation Comprehensive Open Space and Master Plan.
3. Prepare presentation graphics including line rendered drawings, computer graphics and Power Point presentations.
4. Participate in the development of design standards and requirements; ensure that functional use, maintenance, aesthetics and safety considerations are met.
5. Develop site and master plans for assigned projects; create working technical drawings, plans and specifications; ensure compliance with applicable guidelines and standards.
6. Prepare construction specifications for park planning activities; answer questions from contractors on park construction activities; assist in contract administration; assist in preparing contract forms and bonds; monitor insurance requirement compliance.
7. Review contract bids; assist in the selection of outside consultants and contractors; oversee outside contractors to ensure compliance with approved design and planning standards.
8. Collect field data to perform planning and design work, including surveying and measuring sites; perform site analysis. Drive to and from destinations as necessary.
9. Develop AutoCad drawings, create and manage files, compile data and operate and utilize various software with AutoCad, MS Office and GIS.

10. Meet with contractors; inspect construction work; coordinate contractor schedules; review contractor pay applications and develop recommendations; prepare reports regarding construction activities, monitoring activities and directives.
11. Prepare project cost estimates; evaluate project budgets
12. Maintain and update Parks and Recreation GIS coverages including planimetric and topographic coverages using GIS ArcInfo/ArcView software.
13. Utilize GIS system in generating a variety of drawings, plans, layouts and related materials for assignments.
14. Collect and enter raw data into the GIS computer system.
15. Input existing field data and convert various digital/drafting data using GIS ArcInfo/ArcView software.
16. Create and develop database layers for Parks and Recreation within the ArcInfo/ArcView Geographic Information System environment.

#### **OTHER DUTIES AND RESPONSIBILITIES**

1. Meet with various manufacturers of equipment as required.
2. Participate in coordinating park planning activities with other City departments and outside agencies.
3. Answer questions and provide information to the public regarding park zoning, land use and the park general plan; coordinate updates to the Parks and Recreation web pages; participate in public meetings as necessary.
4. Perform other duties as assigned.

#### **MINIMUM JOB REQUIREMENTS**

##### **EDUCATION**

Bachelor's degree from an accredited college or university with major coursework in landscape architecture, planning or other related field.

##### **EXPERIENCE**

Three years of responsible, professional park planning experience to include AutoCad and GIS experience.

##### **LICENSES AND CERTIFICATES**

Possession of a valid Class C Texas driver's license.

A Landscape Architect's license registered in the State of Texas is preferred but not required.

An Irrigator's license registered in the State of Texas is preferred but not required.

A Certified Playground Safety Inspector designation is preferred but not required.

#### **COMPETENCIES**

An employee's performance will be evaluated based on five competencies.

- 1) Job knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

Principles and practices of landscape architecture, park planning and development.

Good verbal and written communication skills with the public, other professionals and contractors alike.

Methods, materials and equipment used in park design, construction and irrigation installation.

Principles and techniques of surveying.

GPS equipment.

Pertinent federal, state, and local laws, codes and regulations including laws underlying park general plans, zoning, land divisions and applicable environmental laws and regulations.

Research and report preparation techniques related to a wide variety of park planning programs and projects.

Methods and techniques for preparing technical specifications.

Current literature, information sources and research techniques in the field of planning.

Modern office methods, practices, procedures and equipment.

AutoCad drawing and file management.  
GIS Software; ESRI and Arc GIS.

### **Skill in:**

Designing park layouts for the park plan.

Analyzing park planning details and making recommendations.

Preparing blueprints of park planning activities.

Utilizing AutoCad operations, GIS operations and MS Office software.

Establishing a good rapport with other professionals and contractors alike.

Presenting a professional image at all times as a representative of the City of Mesquite and its citizens.

### **Ability to:**

Prepare comprehensive site and master plans for assigned parks projects.

Prepare working technical drawings, accurate technical specifications and cost estimates for assigned projects using AutoCad, GIS and MS Office.

Develop designs incorporating City requirements and standards for functional use, aesthetics and safety considerations.

Read and interpret blueprints and technical specifications accurately.

Oversee and manage outside contractors to ensure compliance with approved design and planning standards.

Analyze and compile technical and statistical information and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination and drug test.

Meet the City's driving standards.

**PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT**

Maintain effective audio-visual discrimination and perception needed for:

- *making observations*
- *operating assigned equipment*
- *communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:

- *sitting, walking or standing for extended periods of time*
- *occasionally bend, twist, squat, kneel and climb in the completion of duties*
- *exposure to dirt, noise and temperature extremes.*

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Director of Human Resources

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

**ORIGINAL ISSUE DATE: February 1993**

**REVISION ISSUE DATE: June 1995; July 2002; September 2004**