



PRESERVATION PARKS DELAWARE COUNTY

JOB TITLE: Senior Park Planner

POSITION SUMMARY: Direct and coordinate the planning and development activities of the Park District. Assist in the development and implementation of the park system master plan and strategic planning initiatives.

REPORTS TO: Deputy Director

POSITIONS SUPERVISED: Landscape Architect/Planning Intern

CLASSIFICATION: Full-time, exempt

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Minimum of five to ten years' experience, preferably with a park system, and currently registered as a Landscape Architect, Architect, or Professional Engineer.
- Valid Ohio driver's license.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Prepare Request for Proposals (RFPs), Requests for Qualifications (RFQs), and Statements of Qualifications (SOQs) for professional design services; perform evaluations, and make recommendations.
- Assist the Executive Director and Deputy Director with land acquisition.
- Design and prepare master plans, site plans, and feasibility studies for parks and facilities.
- Prepare sketches, plans, maps, construction drawings, specifications, and cost estimates for development and improvement projects, including parks, trails, play areas, landscapes, boardwalks and decks, and other amenities.
- Prepare sketches, scale drawings, contract drawings and specifications for the development of infrastructure systems such as water drainage, utility lines, roads, parking lots, and pathways, ensuring plans meet District quality standards and comply with applicable regulatory codes and ordinances.
- Conduct site analysis to investigate and collect data for proposed projects including topography, hydrology, geology, infrastructure, utilities, easements, zoning, etc.
- Assure compliance with all related regulations; work with other county agencies. Obtain required permits.
- Coordinate and oversee the work of consultants and contractors.
- Develop specifications, budget estimates, contract documents for construction projects.
- Serve as project manager for construction projects, ensuring conformance to plans and specifications. Responsible for construction administration including bidding and negotiation,

contract award, pre-bid meetings, bid openings, contract award, progress meetings, contractor payments, etc.

- Prepare and maintain design and construction related records and documents.
- Maintain files of property boundary surveys and descriptions.
- Prepare and administer the department budget; assist with annual capital improvement budget.
- Represent park district on local boards/committees and at public meetings.
- Provide planning assistance to communities and townships.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of methods and procedures used in the planning, development, and operational maintenance of a park system.
- Demonstrated ability to apply technical knowledge to practical situations.
- Knowledge of natural history and environmental issues.
- Ability to prepare scale drawings.
- Ability to operate appropriate equipment, including plotter, copier, GPS unit.
- Knowledge of appropriate software including computer aided design (CAD), Geographic Information System (GIS), Microsoft Office, graphics programs, etc.
- Negotiation skills.
- Project management skills.
- Excellent written and oral communication skills and excellent presentation skills.
- Demonstrated supervisory and management skills: decision making, leadership skills, analytical and problem solving skills.
- Behavioral maturity, demonstrated trust and integrity, high ethical standards, interpersonal competence and the ability to prevent, reduce, and resolve conflict.
- Broad, general business knowledge: planning, budgeting, purchasing, etc.
- Valid Ohio driver's license.

ESSENTIAL PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

- The employee is regularly required to stand, talk, and hear.
- The employee frequently is required to use hands and fingers, handle or feel and is required to reach with hands and arms.
- The employee is required to sit; climb or balance; stoop, kneel, crouch or crawl; taste or smell.
- The employee must regularly lift and /or move up to 25 pounds and may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONTACT: Tony Benishek @ 740-524-8600 ext. 7, careers@preservationparks.com

To protect and conserve the natural and historical features of Delaware County and inspire outdoor exploration and learning.