

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Associate Parks Planner</u>
Sch.& Grade	<u>PAT-8</u>
Class Code	<u>BD11</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>AFSCME</u>
Occupational Group	<u>Planning</u>

PRIMARY PURPOSE:

Assists in all facets of park master planning, design principals, and practices, including coordination and implementation of departmental capital improvement projects and related park programs.

SUPERVISION:

Under general supervision of the Parks Superintendent of General Services and the direct supervision of the Senior Park Planner. Oversees and/or directs the work of staff, as assigned.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Assists in preparing master plans and construction cost estimates for park planning and development projects.
2. Prepares detailed site and landscape plans, site grading and drainage design, parking lot design, site layout plans, general site utility plans and similar working drawings common to Landscape Architecture.
3. Assists in preparing technical specifications and bid documents in accordance with project requirements, local codes, regulations, ordinances, and the departmental comprehensive plan.
4. Participates in and makes presentations to public information and citizen involvement programs.
5. Creates presentation materials, produces schematic, design development, and construction documents.
6. Assembles and evaluates data, information, and maps related to community growth to coordinate project design and construction elements with user groups, other city departments, agencies, and the general public.
7. Utilizes necessary computer software applications to produce graphic plans, working drawings, specifications, reports, and other documents such as AutoCAD, GIS, MS Office programs, desktop publishing and most other software used in the planning and design industry. Assists in maintaining project files, reports, plans, and maps.
8. Prepares verbal and written reports including public presentations.
9. Assists with contract/project management including contract administration, field inspections, contractor performance, and project close out.
10. Evaluates existing parks, defines deficiencies and makes recommendations for designs or contracts for improvements to facilities.
11. Interprets legal descriptions, boundary surveys, blue prints, technical specifications, shop drawings, policies, code requirements, and regulations.
12. Works with project managers and staff from other City and County Departments
13. Provides technical support for maintenance and construction projects.
14. Travels to future and current park sites as well as other off-site locations to work on parks planning projects.

IMPORTANT FUNCTIONS:

1. Participates in meetings, hearings, and presentations in public gatherings.
2. Attends conferences, workshops, seminars, and other training for the professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Possesses and maintains a working knowledge of park, open space, and recreational planning issues, principals, methods, and techniques with a specialized knowledge of site master planning, site design and construction detailing, environmental design, urban conservation, capital improvements programming, and applicable regulations as required by departmental assignment.

Abilities

Professionally prepare park development and improvement plans from comprehensive graphic master plans to detailed working drawings and specifications; plan and organize work of multiple projects concurrently; plan, execute, and complete plans and research to effectively present findings in graphic, oral, and written form; work effectively with direction and supervision while exercising sound, independent judgment; speak effectively in front of groups; read, comprehend, and interpret a variety of written documentation; utilize appropriate software applications; effectively direct the work of assigned personnel; deal courteously in a tactful and patient manner with associates and the general public; present an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a Bachelor’s Degree in Landscape Architecture or closely related field with two years of experience in park and recreation planning or closely related area.

Physical Requirements

Adequate mobility to personally inspect all aspects and locations of the park and greenways system in both developed and undeveloped areas including construction sites is required; such areas may contain loose rock, mud, ledges, steep slopes, precarious footholds, and related hazards; hold and grips objects; lifts, pushes and pulls up to 50 pounds.

Working Environment

Primarily indoors with heating and cooling regulated in a general office environment; may work outdoors when traveling to future and current park sites, conducting field surveys, or working at other offsite locations and therefore susceptible to extreme weather conditions.

Licensing/Certification

Professional Registration or Certification tract professional are preferred.

Miscellaneous Requirements

If operating a motor vehicle for the purpose of completing job duties; must possess a valid Missouri Motor Vehicle Operator’s License.

Last Revision:	February 8, 2012	GENERAL ORDINANCE NO. 5350
Comments:	Updated Abilities	Date: January 26, 2004
I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.		
Signed: _____	Date: _____	