



**GEORGINA**

## Employment Opportunity

Town of Georgina Human Resources  
careers@georgina.ca



# Landscape Architectural Planner

(Job ID#2019.56T)

**Department:** Operations & Infrastructure

**Division:** Parks

**Location:** Civic Centre

**Status:** Temporary Full-time (union position): June 2019-June 2021 – *with potential for permanent status.*

**Number of Positions:** 1

**Salary/Wage Range:** \$37.23/hour plus health and dental benefits

**Date Posted:** May 15, 2019

**Date Closing:** June 5, 2019

**Come work with us!** Employment with the Town of Georgina offers an opportunity to make a positive difference in our community. We are a progressive, forward-thinking organization focused on continuous improvement, innovation and providing exceptional customer service. We offer a collaborative team environment and an excellent place to take charge of your career.

**Position Purpose:** To support the activities and functions of the Recreation and Culture Department, and the Planning and Parks Divisions, with respect to providing landscape architectural and parks planning expertise in reviewing and commenting on development applications, the design of new and replacement public parks, open space, trail and waterfront projects, including the development of schedules, budgets, work plans, and coordinating with project consultants or contractors. *For full details, please see attached job description.*

**Minimum Qualifications:** Graduate from 4-year post-secondary institution in Landscape Architecture from an accredited College/University or equivalent combination of relevant education and experience; Minimum of 4 years work experience in urban design, landscape architecture, municipal parks planning and development planning or an equivalent combination of training and experience;

**How to apply:**

Qualified applicants are invited to submit a resume, identifying the **Job Title** and **ID# 2019.56T** in the subject line. Please apply in confidence by **June 5, 2019** to [careers@georgina.ca](mailto:careers@georgina.ca).

**Committed to diversity and a barrier-free environment:**

The Town of Georgina is an equal opportunity employer and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Office to ensure your accessibility needs are accommodated.

**We thank all candidates for their interest, however only those being considered will be contacted.**

## **JOB DESCRIPTION**

**JOB TITLE:** Landscape Architectural Planner

### **PRIMARY FUNCTION:**

To support the activities and functions of the Recreation and Culture Department, and the Planning and Parks Divisions, with respect to providing landscape architectural and parks planning expertise in reviewing and commenting on development applications, the design of new and replacement public parks, open space, trail and waterfront projects, including the development of schedules, budgets, work plans, and coordinating with project consultants or contractors.

### **SUPERVISION RECEIVED:**

Director of Recreation and Culture

### **DIRECTION EXERCISED:**

Provides day to day guidance/training/assistance to seasonal/sessional staff and contractors.

### **WORKING PROCEDURES:**

Plan and design of parks and other green space (trails) including the redevelopment of existing assets.

Research, analyze and interpret information and provide recommendations and advice, including preparing long term policy plans; and developing conceptual site plans, specifications, cost estimates and tender documents.

Oversee the Parkland Reserve funds (Park Levy) incorporating long range planning.

Conduct field visits to confirm site requirements during and subsequent to development and as needed to respond to residents' concerns as well as inquiries from developers and their consultants.

Assist with construction supervision and contract administration of capital projects including preparation of project reports and certificates.

Prepare project plans to complement the assets of the current collection of parks, trails and open space and reflect the needs both current and future.

Plan, review and evaluate waterfront parks and beach properties implementing improvements to meet the public's needs.

Review and comment on Development Applications, Landscape/Open Space plans, Pedestrian/Cycling/Trail plans, Streetscape/Fencing plans, Tree Inventory/Preservation and Arborist reports, Woodland Preservation and Management plans, Vegetation Protection/Enhancement and Restoration plans as they relate to:

- Parkland dedication, protection of natural heritage features, landscape requirements, tree preservation, pedestrian and cycling sidewalks and pathways.

Implement the Town's Parks Standards Guidelines and the Trails and Active Transportation Master Plan in support of the Recreation Needs and the Town's Official and Secondary Plans.

Maintain, review and implement the Town's Parkland Dedication By-Law and calculate the required parkland dedication or cash-in-lieu of parkland for development applications.

Create, evaluate and clear conditions of Plans of Subdivisions.

Research and apply for Federal, Provincial and other funding opportunities to assist or cover capital costs.

Maintain webpage for Parks and Trails

Maintain the Town's parks and trails GIS database and mapping.

Prepare, review and edit promotional material related to parks and trails.

Maintain storage and filing system, including computerized systems for contract drawings, contract specifications and landscape plans and details.

Maintain effective liaison with other departments, government agencies, contractors and developers.

Attend Council, committee and working group meetings as required, including but not limited to:

- Georgina Trails and AT Working Group
- York Region's Active Transportation Working Group
- York Region's Cycling Sub-committee
- York Region's Streetscaping Municipal Partnership Program
- York Region's Municipal Pedestrian and Cycling Partnership Program

Prepare/present reports to Council as required.

- Participates in the Town's Health & Safety Program and complies with the Occupational Health and Safety Act, other applicable legislation and best practices.
- Maintains knowledge of and adheres to all Town of Georgina Policies and Procedures.
- Participates in ongoing Training and Development and ensures all mandatory requirements are met and maintained.

The foregoing is intended to outline the general description of the duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The Town of Georgina reserves the right to amend this position description at any time provided that such change does not represent a substantive change in the purpose or essential nature of the position.

#### **SKILL/KNOWLEDGE REQUIREMENTS:**

Graduate from 4-year post-secondary institution in Landscape Architecture from an accredited College/University or equivalent combination of relevant education and experience.

Minimum of 4 years work experience in urban design, landscape architecture, municipal parks planning and development planning or an equivalent combination of training and experience.

Eligible membership in the OALA

Arborist Certificate and/or knowledge with respect to arboriculture practices would be an asset.

Familiar with the Ontario Planning Act, Municipal Act, Greenbelt Plan, Development Charges Act, Environmental Protection Act, Lake Simcoe Protection Plan, Lake Simcoe Conservation Authority, Ministry of Natural Resources and York Region planning policies.

Knowledge and expertise in creating and applying urban design principles and design guidelines in the evaluation of park, trails, open space, streetscape and complex development projects.

Experience in the project management process leading to the implementation of parks, trails and open space development projects, including creation and administration of tender documents.

Experience in the creation of policy, planning documents and reports

Thorough knowledge of AutoCAD, GIS and MSOffice software

Ability to prioritize work and to work under pressure to meet deadlines;

Valid Ontario Class G Driver's Licence and access to a reliable vehicle to use on corporate business;

Flexibility to work evenings and/or weekends as required;