



PARKS PLANNER

Posting Date: January 24, 2018
Department: Recreation and Culture Department
Schedule: 35 hours per week, Mon-Fri

Closing Date: February 19, 2018
Wage/Level: \$39.88/Level 9
Competition #: 18-14E

The **City of West Kelowna** is a vibrant, growing city located on the west shores of beautiful Okanagan Lake. Our employees consistently achieve remarkable results in a fast paced and innovative environment. The City of West Kelowna's Recreation and Culture Department has an opening for a Parks Planner.

Position Duties and Responsibilities:

The Parks Planner will coordinate designs and inspect municipal infrastructure and capital works projects as well as lead projects conducted by in-house staff and consultants. This position will identify, develop and manage projects and program-wide initiatives to ensure compliance. Track capital and planning project expenditures, review payment certificates, change order to ensure adherence to contracts and provide administration, record keeping and inspection services for infrastructure projects, including organizing and attending site meetings to ensure quality control at job sites. As a Parks Planner this position will act as the City's representative and liaise between consultants, clients and City departments in matters pertaining to planning, design, project management, constructions and contracts. As well this position will prepare submissions to Council regarding Parks Planning and other projects.

REQUIRED QUALIFICATIONS:

- Grade 12 education and Bachelors Degree in natural sciences or landscape architecture, or equivalent combination of education and experience;
- 7 years parks planning and/or project management experience;
- Education and experience in project management, planning, and/or landscape architecture preferred;
- A member of or eligible for membership with the PMI, PIBC, BCSLA or other accredited professional organization;
- Considerable knowledge of the methods and techniques of park planning including public stakeholder consultation processes and departmental functions, procedures and objectives;
- Thorough understanding of local bylaws, policies, and other applicable codes, provincial and federal legislation;
- Demonstrated proficiency in conflict resolution in complex, multi-stakeholder situations;
- Valid Class 5 Driver's License.

ALL APPLICATIONS MUST BE received by 4:30 pm on the above closing date at careers@westkelownacity.ca and must be complete, including all qualifications and experience relevant to the position.

We thank all applicants for applying; however only those selected for further consideration will be contacted.

Human Resources Department
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