

Parks Planning and Design Manager

Position Details

Posting Information

Posting Number	CK53353P
Position Title	Parks Planning and Design Manager
No. of Staff Required	1
Position Type	FT
If Term position, enter length of Term in months	n/a
Position Groups	Management and Exempt
Division	Partnerships & Investments (DV276)
Department	Partnerships & Investments (DP276)
Branch	Partnerships & Investments (BR276)

Organizational Information

Purpose of your Position - Non Union	Parks Planning and Design Manager is responsible for the long range planning, the capital program, the delivery standards, and the conceptual designs of the City's growing parks and urban places.
Classification Summary - Union	
Duties - Union	
Results and Activities - Non union	<ol style="list-style-type: none">1. To lead the City's planning of an integrated system of parks and urban places<ul style="list-style-type: none">• Manages and leads a team of diverse and multi-disciplined professional staff.• Applies knowledge of government administration, program planning, performance measurement, evaluation, and financial analysis.• Responsible for the City's Park Masterplan using latest research and technology for best practices in public spaces• Direct the Parkland acquisition strategies and requirements for City's long-range planning, such as, the Official Community Plan and Area Structure Plans2. To engage in meaningful partnerships with stakeholders, the community, private sector, and senior levels of government in order to implement park delivery strategies.<ul style="list-style-type: none">• Negotiate Partnership Agreements around the delivery of planning projects and programs.• Facilitate public engagement initiatives and serve as the departmental liaison to community advisory committees and community associations.

- Obtain Council approval on Parks planning program and investment program.

3. Manage the Park and Urban spaces design program.

- Prepare conceptual designs for new or retrofitted parks either directly using in-house professionals or indirectly through the retention of design professionals
- Create a delivery strategy for multiple infrastructure projects throughout the year that will be formalized through collaboration with other City departments or private sector.
- Lead the development of high-profile public realm initiatives, such as, public art, waterfront walkways, cultural sites, and recreation sites.
- Apply AI technology to assist with the design and implementation of the Park program.
- Provide project management expertise and oversight for projects of staff members.

4. Manage the Capital Plan for parks, waterfront, public art, and urban public spaces

- Create the 10 year capital plan for all elements of the Parks system that encapsulates growth, renewal, quality standards, and sustainability standards
- Build consensus with internal stakeholders on the prioritization of renewal and growth investment on an annual basis
- Propose budget amounts for City Council approval
- Oversee infrastructure standards adoption for public spaces within the portfolio

5. Manage budget:

- Operating budget: \$420,000
- Responsibility (Check one): Primary ü Contributory Shared
- Long-range financial planning: Responsible for the planning of \$110 million over the Ten-year Capital Plan;
- Capital budget: Responsible for the planning of \$10-25 million of the Capital Budget each year.
- Final spending authority: Primary authority for contracts up to \$500,000.
- Prepare the budget, assists in departmental budget implementation; participates in budget forecasting for staffing, equipment, materials & supplies; administer the approved budget.

6. Manage human resources:

- 4 direct reports
- Directs and participates in the team's work plan, assign work activities, projects and programs; monitors work flow; review and evaluates work products as well as methods and procedures. Build strong teams that support the activities of the department.
- Develop, inspire, hire, assess, discipline and reward employees; celebrate success.

Credentials - Union

Knowledge - Non Union

Degree in Landscape Architecture or related discipline along with professional registration as a Registered Landscape Architect in the Province of BC. A minimum of 10 years Landscape Architecture experience with considerable knowledge of landscape construction methods along with the principles, practices and procedures applicable to park planning. Leadership and project management training an asset.

Skills & Abilities - Non Union

Effective project management, specifically regarding the planning and design phases of urban public infrastructure development. Multi-tasking to manage complex planning projects and multiple priorities effectively; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Principles and practices of organizational analysis and management. Principles and practices of leadership, motivation, team building, conflict resolution, and employee supervision, training, and development. Knowledge of pertinent local, regional, provincial, and federal rules, regulation and laws. Techniques and principles of effective interpersonal communication including the ability to gain cooperation through discussion and persuasion. Budgeting procedures and

techniques. Effective written and verbal technical communications for various audiences. Demonstrate a civic entrepreneurial spirit by generating new, innovative ideas and development of better methods to accomplish tasks and complete projects.

Competencies

Posting Text

Physical Demands

Special Instructions to Applicant

Additional Hiring Information

Pay Rate \$126,500 to \$147,580

Posting Date 07/30/2024

Closing Date 08/16/2024

Days of Work Monday to Friday

Standard Hours per Day 7

Hours of Work 8:00 am to 4:00 pm

Work Location CITY HALL

Specify Work Location

Documents Needed to Apply

Required Documents

- 1. Resume
- 2. Cover Letter

Optional Documents

- 1. Other Document 1
- 2. Other Document 2

Supplemental Questions

Required fields are indicated with an asterisk (*).

- 1. * Please indicate which level of post-secondary education you have in Landscape Architecture.
 - None

- Certificate
- Diploma
- Bachelor Degree
- Masters Degree
- Higher than a Degree

2. * How many years of experience to you have designing and implementing architectural projects since you completed your Architectural Degree?

- None
- Less than 1 year
- 1 to 3 years
- 3 to 5 years
- 5 to 10 years
- More than 10 years

3. * Please indicate your eligibility for registration as a Landscape Architect with the BCSLA?

- Currently registered
- Eligible, and registered in another Canadian Province
- Eligible, but not registered elsewhere in Canada
- BCSLA Intern, potentially eligible for full registration within 12-months
- None of the above

4. * How many years of project management experience do you have?

- None
- Less than 1 year
- 1 to 3 years
- 3 to 5 years
- 5 to 10 years
- More than 10 years

5. * Do you have a Project Management Professional Certification (PMP)?

- Yes
- No
- In progress
- I have other project management certificates

6. * How many years of experience do you have leading people or teams?

- None
- Less than 1 year
- 1 to 3 years
- 3 to 5 years
- 5 to 10 years
- More than 10 years