

# Landscape Development Coordinator

Community Services Department  
Parks Division

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**Posting No. 456(222)**

The City of Saskatoon is an Employment Equity employer

**DUTIES:**

1. Selects, supervises, develops, coaches, and evaluates staff, including dealing with performance and attendance management, progressive discipline and grievance resolution.
2. Prepares budgets, allocates resources and ensures cost and quality control of assigned operating and capital programs
3. Supports and promotes the health and safety of employees in accordance with the Occupational Health & Safety Act & Regulations, the City of Saskatoon's Administrative Occupational Health & Safety Policies and Departmental procedures.
4. Prepares, coordinates and supervises the preparation of designs, working drawings, estimates, specifications and tender documents for landscape construction projects. Supervises construction and administers landscape project contracts.
5. Develops Departmental policies, standards and guidelines pertaining to landscape development.
6. Assumes responsibility for quality control of landscape architectural design on City of Saskatoon landscape projects.
7. Prepares terms of engagement for design consultants, manages their services and controls related costs and quality.
8. Prepares short- and long-range plans for the development of a comprehensive system of parks, recreation sites and public open spaces.
9. Prepares comprehensive reports and correspondence including the development of management and business plans, Council Reports, policies, procedures, and standards.
10. Responds to general enquiries from Councillors, public and staff.
11. Uses Crime Prevention Thought Environmental Design (C.P.T.E.D.) guidelines to conduct safety audits and prepare written reports.
12. Performs other related duties as assigned.

**QUALIFICATIONS:**

- Degree in landscape architecture.
- Five years' progressively responsible experience, with at least 2 years in a supervisory role, in all phases of landscaping and architecture, including the design, preparation of working drawings and supervision of the development of urban parks and recreation projects.
- Registration, or eligibility for registration, in the Saskatchewan Association of Landscape Architects.
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.
- Possession of, or ability to obtain within one year, 2<sup>nd</sup> Generation – Crime Prevention Thought Environmental Design (C.P.T.E.D.) certification.
- Demonstrated ability to plan, direct, co-ordinate, monitor and evaluate the work of staff and consultants.
- Demonstrated ability to effectively manage capital and operating budgets.
- Ability to communicate effectively, orally and in writing, including the ability to prepare and present reports.
- Ability to establish and maintain effective working relationships with assigned staff, co-workers and the public.
- Ability to participate effectively in a team setting.

**SALARY:**

\$74,712 to \$87,975 per annum.

For further information regarding this position, contact Human Resources.

Applications are to be received in Human Resources (City Hall) by 5:00 p.m. on Wednesday, August 27, 2014.