

## Position Vacancy: Landscape Design Technician

**Great City, Great Work, Great Future!**

DEPARTMENT:	<b>Development Services / Parks and Recreation</b>	STATUS:	<b>Temporary Fulltime (3 year assignment with the possibility of extension)</b>
NO. OF POSITIONS:	<b>One</b>	UNION:	<b>CUPE 387</b>
HOURS OF WORK:	<b>35 hours per week*</b>	SALARY:	<b>\$57,234 - \$67,388 annually</b>

An exciting opportunity exists for the newly created position of Landscape Design Technician with the City of New Westminster. This is skilled technical work that supports the planning and design of parks, greenways and other green space or redevelopment of the same, as well as assisting in the implementation of city-wide public realm initiatives. The successful incumbent assists in preparing creative conceptual plans and renderings; drafts detailed plans; develops and recommends cost estimates, preliminary budgets and construction schedules; prepares project specifications; requests for proposals and quotations and tender proposals; participates in the review of consultants' work; coordinates, plans and carries out day-to-day contract administration tasks related to assigned projects; assists in facilitating as well as planning and preparing materials for public engagement events. The incumbent is self-directed, collaborative and possesses strong written, verbal and graphic communication skills.

### Requirements include:

- Diploma in Landscape Design, Landscape Architecture or related discipline plus considerable work experience in landscape architecture and municipal parks planning or an equivalent combination of training and experience.
- Eligible for membership in the BC Society of Landscape Architects.
- Considerable knowledge of landscape construction methodologies and materials, drafting methods, landscape design principles and practices applicable to the work.
- Proficiency in computerized drafting and design hardware and software including AutoCAD, Adobe Suite, Microsoft Suite and SketchUp.
- Demonstrated ability to produce hand and computer generated drafting, drawing and graphic design.
- Ability to collaborate with interdepartmental municipal technical teams and external consultants on planning, designing and implementation of parks projects and public realm initiatives.
- Ability to assist in preparing conceptual and detailed plans for parks and open space projects.
- Demonstrated knowledge of the best practices related to assisting in contract administration including the monitoring of construction schedules and budgets, inspecting work in progress for compliance with plans, specifications and established quality standards and approving routine changes for work in progress and processing invoices for approval.
- Experience in preparing cost estimates, preliminary budgets, construction schedules, project specifications, request for proposals, evaluation of tenders, and selection of contractors and consultants.
- Demonstrated ability to participate in project planning meetings and public presentations, and responding to routine enquiries from the public.
- Considerable experience in assisting in the preparation of renderings/graphics for use in presentations and public engagement.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts on matters related to the work; and to employ contemporary service excellence principles.
- Exemplary written and verbal communication skills to prepare presentation and general communication documents.
- Ability to exercise diplomacy, tact and good judgment when dealing with sensitive and/or challenging situations.
- Ability to work independently with minimal supervision.

**Please note: City Hall hours of operation are Monday, 8am to 7pm, and Tuesday to Friday, 8am to 5pm.  
The successful candidate will be scheduled on Mondays from 10:30am to 7pm on a rotational basis.**

Apply by sending your resume quoting **competition #16-89, by August 19<sup>th</sup>, 2016** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, Fax: (604)527-4619 or e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca).

*We thank all applicants in advance; however, only those selected for an interview will be contacted.*

*The City of New Westminster is committed to employment equity.  
We welcome diversity and encourage applications from all qualified individuals.*