



Park Planner & Capital Project Manager

Department:	Parks, Recreation, Cultural Arts & Human Services	Pay Grade:	NR-36
Bargaining Unit:	Non-Represented	FLSA Status:	Exempt
Revised Date:	3/17/2022	Reports To:	Department Director

POSITION PURPOSE:

Under the direction of the Director of Parks, Recreation, Cultural Arts & Human Services, conduct park planning, capital project management, and contract administration responsibilities. Specific functions depend on current projects and may include technical, administrative, or a variety of field, office, or related assignments. Work in this position requires a high degree of independent judgment and action in planning park projects, resolving technical problems, and administering projects within the framework of established policies. Apply a high degree of knowledge and expertise in project / construction management, park design and planning, and landscape architecture with a working knowledge of urban planning and engineering principles.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- **Project Management:** manage park, trail and open space acquisition, design and construction of capital development and major maintenance projects. Project management includes assisting with, conducting cultural resource studies, cost estimates, equity analysis, environmental review, and documentation, preparing related project scopes. Prepare technical and administrative reports and correspondence. Develop and administer project budgets, schedule work tasks, and manage consultant teams including coordinating consultant selection by drafting request for proposals (RFP) and request for qualifications (RFQ), perform bid analysis, manage contracts, and process invoices.
- **Construction Management:** Manage the advertisement, bid, and award of park improvement projects. Administration of contracts, plan review, negotiating scope, fee, and schedules, coordinate project close-out, budget reconciliation, prepare reports, manage project documentation, prepare final as-builts, and provide grant reporting documentation. Perform regular inspections of construction projects to ensure compliance with plans and specifications, including safety requirements and other applicable standards; check appropriateness and sustainability of materials and methods used in construction.
- **Design:** Plan and design research and evaluation methods; gather research, analyze, and evaluate data; and prepare recommendations or alternatives for various design amenities, programs, issues, or policies. This includes creating concept-level sketches, schematics, graphics, and plans for park and recreation improvements or other public facilities relating to public recreation and landscape/hardscape features.

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- **Permit and Plans Review:** Prepare and oversee preparation of a variety of permit and environmental review documents such as City permits, Environmental Impact Statements, State Environmental Policy Act checklists, and required by regulatory agencies. Review construction documents, environmental and other studies, and related materials for accuracy, best practices and appropriateness for park development projects, and compliance with pertinent laws, rules, and regulations.
- **Prepare Project Documentation:** prepare scope of work, vicinity maps, site analyses, design and construction documents, specifications, permit applications, cost estimates environmental checklists and documentation, bid documents, and presentation materials. Prepare agenda items, budget materials and other documents for City Council.
- **Public Outreach:** Plan any necessary public involvement process and represent the department at various meetings. Prepare and deliver presentations; provide information to the public, Boards and Commissions, City Council, and media to obtain feedback on projects and plans. Ensure equitable project outreach and engagement; coordinate marketing efforts including web and social media content. Support communication efforts including website updates, press releases and written articles related to parks capital program and projects.
- **Grant Development:** prepare and administer grant applications, including preparation of technical project information, preliminary budgets, presentation of information, and relevant graphic attachments.
- **Level of Service & Comprehensive Planning:** examine level of service including needs, improvements, and renovation; analyze existing and potential sites for park acquisition and development; analyze impact of current and future park capital projects on level of service. Prepare and present updates of the Parks Capital Facilities Program, budget amendments, and relevant components of the Parks, Recreation & Open Space (PROS) Plan.
- **Partnership Management:** create and sustain meaningful and mutually beneficial partnerships with public agencies, the private sector, and private non-profit organizations to achieve community goals for acquisition, development, and programming.
- **Parkland Acquisitions:** assist or lead in acquiring park properties, negotiate purchase and sale agreements, obtain easements, and granting of license agreements for use of park land.
- **Equipment Selection:** facilitate selection, purchase, and installation of park amenities such as signage, site furniture, play equipment, and landscaping.
- **Park Impact Fee Program:** assist with annual tracking and reporting of impact fee program; rate study updates; and related capital facility project list updates.

Required Knowledge of:

- A thorough knowledge of the principles and practices of parks and recreation facility planning, design and construction, and development practices, including technical specifications, construction documents, and capital project management.
- Ability to communicate effectively and professionally in writing, orally, visually and in-person to a wide range of clientele, including co-workers, park maintenance workers, contractors, public, Boards and Commissions, and City Council.
- Familiarity with Federal, State, and City regulations and ordinances, particularly related to land use planning, zoning, and capital project development.
- Knowledge of Washington State Planning laws and procedures, including Growth Management Act, State Environmental Policy Act, Shoreline Management Act, and other laws related to capital project development.

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- General understanding of natural resource planning, landscape architecture, and engineering principles related to grading, drainage, soil properties, erosion control and utilities.
- Knowledge of accessible design and Americans with Disabilities Act Guidelines.
- Capital Improvement project planning, scheduling, implementation, and management.
- Contracts, project management principles, and complex bid specification requirements and processing.
- Property acquisition practices and techniques.
- Principles and practices of governmental accounting including project budget management.
- City practices, standards, codes and procedures for design and construction projects.
- Building and landscape construction methods, techniques, materials, and equipment.
- State, federal, and local grant programs.

Required Skill in:

- Utilizing methods, equipment, and computer software in landscape architecture design and drafting, and park planning and project management including the use of [AutoCAD; Microsoft Excel, PowerPoint, and Word; Adobe InDesign, Illustrator, and Photoshop; Bluebeam; ArcGIS].
- Drafting and hand drawing to produce concept plans, renderings, and graphic rich materials.
- Ability to coordinate multiple projects and maintain complex files including governmental accounting principles and practices for capital projects.
- Ability to work both independently and cooperatively with others.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.

MINIMUM QUALIFICATIONS:

Education and Experience:

Bachelor's Degree in Landscape Architecture, Architecture, Urban Design, Park and Recreational Planning, or related field and five (5) or more years of park design, or planning/management of capital facilities improvement projects, with experience in construction contract administration. An equivalent combination of education, training and experience that will allow the incumbent to successfully perform the essential functions of the position may also be considered.

Licenses or Certifications:

- Landscape Architecture License, or equivalent license, is preferred.
- Valid State of Washington Driver's License. A driver's abstract is required and will be reviewed according to the City's insurance requirements.
- A background check is required. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.

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WORKING CONDITIONS:

Environment:

- Office environment.
- Constant interruptions.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials.
- Operating/using a computer keyboard and other office equipment.
- Sitting, standing, or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, or crouching, reaching above shoulders, and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 20 lbs.

Hazards:

- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____