

Landscape Development Coordinator

Community Services Department
Parks Division

(Permanent full-time)

Posting No. 260(222)

The City of Saskatoon is an Employment Equity employer

DUTIES:

1. Manages assigned staff; hires, assigns work schedules, assesses staffing needs, identifies and pursues other resources if necessary and performs layoff and recall. Plans and approves staff development. Conducts performance management and, when required, disciplinary action.
2. Prepares budgets, allocates resources and ensures cost and quality control of assigned operating and capital park development programs.
3. Supports and promotes the health and safety of employees and the general public in accordance with the *Saskatchewan Employment Act*, *Saskatchewan Health Regulations and Standards*, *Occupational Health & Safety Regulations* and the City of Saskatoon's administrative Occupational Health & Safety policies and departmental procedures. Maintains and monitors programs which affect public health and safety.
4. Prepares, coordinates and supervises the preparation of designs and site plans, 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 and supports operational and asset management activities.
6. Manages design and approval processes to ensure quality control of landscape architectural design on City of Saskatoon landscape projects.
7. Acts as primary liaison with commercial and community organizations, land developers, external agencies and civic departments.
8. Prepares terms of engagement for design consultants, manages their services and controls related costs and quality.
9. Prepares short- and long-range plans for the development of a comprehensive system of parks, recreation sites and public open spaces.
10. Prepares comprehensive reports and correspondence including the development of management and business plans, Council Reports, policies, procedures, and standards.
11. Responds to general enquiries from Councillors, public and staff.
12. Uses Crime Prevention Thought Environmental Design (C.P.T.E.D.) guidelines to conduct safety audits and prepare written reports.
13. Performs other related duties as assigned.

QUALIFICATIONS:

- Degree in landscape architecture, urban planning or related design discipline.
- 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 landscape projects.
- Registration, or eligibility for registration, in the Saskatchewan Association of Landscape Architects.
- Possession of, or ability to obtain within one year, 2nd Generation – Crime Prevention through Environmental Design (C.P.T.E.D.) certification.
- Demonstrated ability to utilize thorough knowledge of park design principles to effectively review park and public open space landscape designs.
- Demonstrated ability to develop, implement and manage park design projects using well-developed techniques in design, detailing for construction, contract administration and project management.
- 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 negotiate terms and conditions of partnership and service agreements with land developers, property owners and external agencies for park design projects.
- Demonstrated skill in the use of a computer with AutoCAD and Microsoft Office word-processing, spreadsheet and database software.
- Demonstrated ability to establish and maintain effective working relationships with civic staff, groups, individuals, the public and representatives of external agencies.
- Demonstrated experience in reading site plans, planting plans, presentation drawings, graphics as well as construction drawings/details and architectural drawings
- Possession of a valid Saskatchewan Class 5 Driver's Licence.
- Current driver's abstract from SGI demonstrating a safe driving record.

SALARY:

\$78,725.00 to \$92,700.00 per annum (2016 rates).

CLOSING DATE:

Wednesday, May 23, 2018

2018/05/08