

City of Fort Worth, Texas Job Description

Classification Title	Park Planner		
Job Code:	PR1860	Job Family:	Professional
Pay Grade	610	Date Reviewed:	07/13/15
FLSA Status	Exempt	Date Revised:	11/13/18

GENERAL SUMMARY

Performs professional and technical work in planning, designing, engineering, and coordinating the construction of parks and recreation facilities; and provides professional assistance to supervisory and management staff.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Plans, designs, engineers and coordinates construction of assigned park or recreation facilities; and reviews construction to ensure compliance with designs.
2. Manages capital projects from planning through construction. Allocates resources and appropriations; oversees contract negotiations; designs development and quality control; and performs construction award and administration.
3. Manages project log, inspections status updates and project documentation and descriptions; reviews plans; works with developers and contractors on design; negotiates terms and conditions; writes contract proposals; and reviews construction documents.
4. Prepares engineering drawings and technical specifications; and provides detailed cost estimates of proposed projects.
5. Participates in the implementation of goals, objectives, policies and priorities; and implements resulting policies and procedures.
6. Identifies opportunities for improving methods and procedures of design and construction projects; identifies resource needs; reviews with appropriate management staff; and implements improvements.
7. Coordinates and reviews the work plan for assigned construction project; monitors work flow; reviews and evaluates methods and procedures; and meets with employees to identify and resolve problems.
8. Reviews construction plans, documents and specifications for compliance to codes and for technical accuracy.
9. Conducts studies and analyze demographic and socioeconomic information to identify present and future needs and deficiencies in parks and recreation facilities;

and meets with community groups to gain input on facility design and assess future needs.

10. Provides technical assistance to other departments; and prepares and presents staff reports and other correspondence as appropriate and necessary.
11. Performs other related duties as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Landscape architecture design principles and practices.
- Planning guidelines for the design of recreational, athletic, and programming facilities.
- Modern and complex principles and practices of preparing and reviewing designs, drawings, specifications, and sketches.
- Various irrigation systems, grading and earthwork, drainage design, and erosion control.
- Practices and principles of surveying.
- Construction and design practices.
- Local, state and federal construction standards and accessibility guidelines.
- Analysis and evaluation of research materials.
- Tools and equipment of architectural design.
- Horticulture.
- City and department best management practices and policies.
- Pertinent Federal, State and local laws, codes and regulations.

- **Skill in:**

- Computers and applicable software including Geographic Information System Software (GIS), CAD Systems and Microsoft Office.
- Computers and applicable software.
- Organization and time management.
- Interpersonal relations.
- Design.
- Negotiation.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Prepare and review designs, drawings, sketches, architectural rendering, and project proposals.
- Read and interpret project maps, plans and blueprints.
- Demonstrate technical skills for specific tasks such as surveying, layout dimensioning, and cost estimation.
- Prepare specifications, conduct site analysis, interpret data and assemble complete contract documents.
- Quantify materials for estimating purposes.
- Manage project budgets.

- Follow a construction plan through bidding to completion phases.
- Utilize appropriate architectural tools and equipment.
- Recommend goals and objectives for providing construction services.
- Interpret and explain City architecture policies and procedures.
- Prepare clear and concise reports.
- Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major course work in Landscape Architecture or a related field and one year of responsible experience in landscape architecture and parks/recreation design.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking and repetitive motions. Incumbents may be exposed to moving mechanical parts, odors, dusts, extreme temperatures, inadequate lighting, and workspace restrictions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.