

Job Description



Position Title	Park Planner
Employee Name	
Hire Effective Date	
First Line Report	Planning Manager
Second Line Report	Director of Planning & Operations
Supervises	None
Compensation	
Pay Grade Level	14
Employee Status (FT, PT, SEAS, INTERN)	Full-time
Exempt/Non-Exempt	Exempt
Last Revision Date	March 29, 2016

Summary – The Park Planner assists the Planning & Operations Department in the identification and implementation of the long term Strategic Plan and subsequent Annual Plan of Operations for the department. Primary duties include providing individual project assistance in all phases of the design process for multiple projects along with other various duties to be assigned as determined by the Planning Manager.

Primary Responsibilities	Function Priority Percentage (Should = 100%)
--------------------------	--

1. Assists the department in the development and implementation of the Annual Plan of Operations (APO).....75%
 - a. Performs tasks associated with individual project development including but not limited to; site analysis, conceptual design, grant writing, master planning, design development, cost estimating, construction document preparation, public bidding, construction administration and field representation.
 - b. Prepares presentation level graphic plans and supporting documentation utilizing ArcView GIS, AutoCAD, Google Sketch Up, Adobe Creative Suite, Microsoft Office Programs and all other programs as necessary.
 - c. Develops and maintains departmental operating standards for graphic development programs including AutoCAD and ArcView GIS.
 - d. May prepare and deliver presentations to the Board of Park Commissioners, public groups, civic organizations, the general public and MCMP staff.
 - e. Administers outside contracts for all phases of the project design process including but not limited to; professional surveying, geotechnical investigations, wetland delineations, project design and construction document preparations, construction administration and field representation.
 - f. Coordinates and prepares all required permits and regulatory agency reviews including but not limited to; MSWCD, OEPA, USACE and other regulatory agency reviews.
 - g. Develops and maintains a data base of MCMP properties, facilities, infrastructure and natural resources.
 - h. Prepares estimates for the Planning & Operations departmental budget.
 - i. Coordinates MCMP Departmental reviews of proposed projects to gain and sustain organizational consensus.
2. Assists the department with the development and implementation of natural resource management duties.....25%
 - a. Participates in the management of and field related activities associated with the protection, conservation and preservation of existing MCMP natural resources and sustainable biodiversity.
 - b. Participates in the management of and field related activities associated with various restoration projects including but not limited to habitat restoration, wetland restoration, stream restoration, etc.
 - c. Participates in the management of and field related activities associated with invasive species control and monitoring.
 - d. Participates in the management of and field related activities associated with wildlife management and ecological biodiversity.
 - e. Participates in the field inventory and analysis associated with potential land acquisition activities.

Job Functional Priority Percentage Total

100 %

Essential Knowledge, Abilities and Skills

1. Ability to effectively communicate in verbal, print and electronic formats with peers, MCMP staff, consultants and members of the general public.
2. Must be highly organized, efficient and be able to handle multiple, complex tasks concurrently.
3. Must exhibit a professional appearance and demeanor at all times.
4. Must possess proficient knowledge and technological skills needed to carry out the duties of the position. These skills include but are not limited to proficiency in the current version of GPS Systems, ArcView GIS, AutoCAD, Google Sketch Up, Microsoft Office, Adobe Creative Suite and future programs as developed and acquired.
5. Knowledge of industry trends and techniques pertaining to the fields of Landscape Architecture, Park Planning and/or Natural Resource Management.
6. Ability to work with various disciplines and departments in a collaborative manner towards a common goal

Education/Qualifications

1. Minimum of a Bachelor's Degree in Landscape Architecture, Planning or Civil Engineering related fields from an accredited college or university.
2. Minimum of zero to three (0-3) years professional experience
3. Must possess and be able to maintain a valid Ohio Driver's License
4. Must possess or obtain within 6 months an Ohio Commercial Pesticide Applicator's License

Physical Requirements Necessary to Perform Job Functions

1. Ability to walk, traverse or otherwise access/monitor all areas of MCMP
2. Ability to stand, sit, bend or stoop for extended periods of time
3. Good eyesight and hearing ability
4. Able to travel by car, bus, train, or plane, etc.
5. Ability to lift 50+ pounds

Job Requirement

1. The position is required to be available as the situation warrants. Events may require working evenings, weekends, holidays or other times outside of what is considered a normal schedule. Typical periods of work may exceed 40 hours per week.

The duties and responsibilities listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work. Mill Creek MetroParks expressly reserves the right to add to, detract from, modify or eliminate any of the above provisions in its sole discretion.

Signatures

Supervisor		Date	
Employee		Date	
Treasurer		Date	
Executive Director		Date	
Human Resources		Date	

EOE