



## Temporary Parks Design and Development Assistant (up to 14 months) - Job ID #1410

<b>Job Title</b>	Temporary Parks Design and Development Assistant (up to 14 months)	<b>Status / Job Type</b>	Contract Full Time
<b>Commission</b>	Public Works	<b>Department</b>	Engineering Services
<b>Union Affiliation</b>	CUPE 181 (CITY HALL) CONTRACT	<b>Number of Openings</b>	1
<b>Rate of Pay / Range of Salary</b>	\$25.07 to \$27.85	<b>Benefits Entitlement</b>	No
<b>Hours of Work</b>	35 Hours Per Week	<b>Posting Date (4:30 pm)</b>	Jan 6, 2022
<b>Job ID #</b>	1410	<b>Closing Date (4:30 pm)</b>	Jan 20, 2022

### Position Summary

Reporting to the Supervisor of Parks Design and Development, the Design and Development Assistant will work in a team environment providing assistance to the Parks Design and Development team on park, trail and open space development projects.

Responsibilities include:

Draft site plans, planting plans and related landscape construction details.

Assist in the creation of presentation renderings, plans and presentation for community consultations and presentations to stakeholder groups.

Assist in preparing and compiling site inventory/analysis information and assisting with site inspection duties.

Conduct product, material and historical research

Compile reference material and compile and organize data collected through community consultation surveys.

Determine site calculations (area, volume, perimeter, etc.) and complete cost and material estimates

Obtain utility locates and product or service quotes including quotes for soil or material testing.  
Maintain files, printing, scanning and other duties as assigned.

## Qualifications

Successful completion of a minimum (2) year community college program in civil engineering, landscape design, architecture, or equivalent related field

Minimum (1) year previous work related experience

Demonstrated experience in preparing and reading maps, site plans, planting plans, presentation drawings, graphics as well as construction drawings/details and architectural drawings

Proven efficiency in AutoCAD and experience with a variety of computer applications such as MS word, Excel, PowerPoint and Outlook. Working knowledge of ArcGIS and Illustrator is considered an asset.

Solid understanding of programs to enable the incumbent to know the best tool to do the job efficiently

General knowledge of landscape design is considered an asset

Practical site experience in landscape construction and maintenance are considered to be assets

Ability to work independently

Possess a valid class G Driver's license in good standing during the course of employment with access to a personal vehicle

Time management/organizational skills to identify priorities, re-arrange work required to meet identified deadlines

Qualified candidates please attach a detailed .pdf format resume & cover letter

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services.

Accommodations are available for all parts of the recruitment and selection process.