



Make working for
The City work for you.



Coordinator, Landscape Construction Approvals

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

As a Coordinator, Landscape Construction Approvals, you will be the design professional assigned as the approving authority for the design and construction implementation of Parks and open spaces. You will directly influence the design and function of open space in neighborhoods, communities and regional parks, joint-use sites, dry and wet storm ponds, streetscapes, and the protection and rehabilitation of environmental reserves. As the liaison representative between Public Spaces Delivery staff, other business units and the development industry, you will protect the public's interest by ensuring that the business unit's priorities, along with The City of Calgary's Development Guidelines and Standard Specifications: Landscape Construction are implemented considering safety, accountability, quality and efficient maintenance standards. Primary duties include:

- Facilitate the review and approval of landscape construction drawings, outline plans, landscape concepts, subdivision plans, engineering construction drawings, and utility plans.
- Prepare and deliver expert and knowledgeable presentations and communications.
- Facilitate coordination services for complex, politically sensitive sites.
- Ensure adherence to the legislative, technical and professional standards, upheld by the Alberta Association of Landscape Architects (AALA).

Qualifications

- A degree in Landscape Architecture and at least 3 years of relevant experience.
- Must be eligible for Membership with the Alberta Association of Landscape Architects.
- A valid Class 5 Driver's License (or provincial equivalency) and the use of a personal vehicle is required.
- Experience with the review and approvals process for planning and development will be considered an asset.
- You have strong communication skills and can participate in technical discussions with engineers, architects, city planners, Councillors, and the general public.
- You have effective conflict management and consensus-building skills.
- You can manage competing service demands and internal priorities.

Working Conditions: Primarily office environment with some driving for site visits and client consultation.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38	Business Unit: Public Spaces Delivery
Position Type: 2 Temporary (up to 18 months)	Location: 201 8 Avenue SE
Compensation: Pay Grade 12 \$45.53 – 60.86 per hour (2024 rates)	Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Hours of work: Standard 35 hour work week	Apply By: August 27, 2024
Audience: Internal/External	Job ID #: 310404

Apply online at www.calgary.ca/careers