



Making a difference...together

Job Title: Parks Planner - Planning and Development

Req ID: 1116

Business Unit: Parks Recreation and Environmental Services

Division: Regional Parks

Regular/ Auxiliary: Regular

Pay Grade: CAN/05/02/J18

Rate of Pay: \$48.72 - \$55.19 per hour

Hours of Work: 70 hours bi-weekly

Posting Date: November 18, 2024

Closing Date: December 8, 2024

Summary

This position is responsible for the successful delivery and leadership of park planning initiatives by preparing park and trail management plans, undertaking/coordinating the preparation of environmental and social studies and integrating this information with park and trail planning; preparing park infrastructure development plans; organizing and conducting public engagement related to park planning initiatives, and coordinating the implementation of park management plans. The Parks Planner manages projects that are environmentally, socially and technically complex, involve a wide range of interests and stakeholders and are often politically sensitive.

Key Duties & Responsibilities

- Links the CRD Parks Master Plan with park and trail planning.
- Prepares park and trail management plans.
- Prepares project terms of reference.
- Prepares and controls project budget.
- Coordinates project teams.
- Coordinates the preparation of all necessary mapping
- Provides recommendations to the Manager Planning, Resource Management and Development regarding land acquisition priorities.
- Write all planning documents related to planning activities
- Presents draft park management plans to CRD Management Team for review and comments
- Conducts and coordinates public and government involvement and reports on the results.
- Acts as department spokesperson at public meetings.
- Presents park management plans to Regional Parks Committee and municipal councils.
- Undertakes special planning studies and participates in cooperative planning exercises with other agencies and levels of government
- Supervises consultants working on planning projects and oversees the administration and supervision of contract and budget

- Participates on project management teams in Regional Parks.
- Prepares draft staff reports and budget submissions for Manager Planning, Resource Management and Development.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.

Additional Information

- None

Key Skills & Abilities

- Excellent communication (verbal and written), interpersonal and customer service skills are required.
- Experience preparing park and trail management plans, studies and policies
- Ability to prepare environmental and social studies related to park and natural area management
- Ability to develop planning strategies and recommend appropriate solutions
- Ability to manage projects from initiation to implementation
- Ability to coordinate and facilitate public participation processes that involve external stakeholders
- Ability to provide guidance and direction to interdisciplinary teams and external consultants.
- Knowledge of regional parks and trails planning theory, principles and professional practices and their application,
- Knowledge of the concepts of park and protected area planning and public sector land use planning
- Knowledge of natural area conservation and outdoor recreation management, ecosystem-based management and the use of environmental information in park planning
- Knowledge of research techniques and principles
- Knowledge of GIS and its application for park planning
- Superior writing, editing, presentation and public speaking skills
- Demonstrated planning, leadership, public relations and conflict resolution skills
- Knowledge of and ability to use various computer word processing, spreadsheet and project scheduling programs and databases
- Ability to strategically identify, analyze and evaluate complex issues and situations
- Ability to establish and maintain effective and harmonious relationships

Qualifications

- Masters degree in a related discipline
- A minimum of 5 years' directly related experience
- An equivalent combination of education and experience

Certifications

- Planning Institute of BC membership
- Valid BC Driver's Licence

APPLICATIONS

To apply for this exciting opportunity, visit [Parks Planner - Planning and Development Job Details | Capital Regional District](#), please click "Apply now" to submit your resume and covering letter online.

We welcome all qualified applicants to apply and may consider a combination of experience, education and/or training where possible.

The Capital Regional District wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.