



## Landscape Architect/Project Coordinator (Job # 2025-088-IE)

<b>Department:</b>	Community Services/Development Services
<b>Status:</b>	Full Time, Permanent
<b>Date Posted:</b>	September 05, 2025
<b>Date Closing:</b>	<b>September 19, 2025, 4:00 p.m.</b>
<b>Number of Positions:</b>	1
<b>Scheduled Hours/Shifts:</b>	35 hours per week
<b>Salary:</b>	\$86,728 - \$105,518
<b>Flexible Working Arrangements:</b>	Yes
<b>Vacancy Reason:</b>	New Position

---

### WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

As a Landscape Architect, you will be part of a dedicated team that designs and delivers parks, preserves green spaces, and ensures Stouffville remains a thriving, sustainable and an attractive Town. Your work will have a direct impact on the wellbeing of residents and contribute to the strength of our local ecosystems. In this role, you will collaborate closely with our Development Planning team within the Development Services Commission, ensuring that new developments balance growth with the preservation of parkland and green spaces while creating attractive landscapes and streetscape designs to enhance the image of the Town. If you're a skilled project manager with a strong grasp of planning processes, technical design, and urban development—and you thrive in a fast-paced, multi-project environment, this is a unique opportunity to make a lasting impact on the Town's public spaces and community experience.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it is important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### Position Purpose:

The Landscape Architect/Project Coordinator position will report to the Manager of Park Development and Operations. The Landscape Architect/Project-Coordinator will be responsible for representing the departmental interests, on major strategy and planning projects, park and realty matters which include surplus declarations, license/easement agreements, capital works and Environmental Assessments, as well as review and coordination of parkland planning studies and other technical studies. This position will require the ability to oversee capital projects (i.e., new parks and redevelopments), resolve issues within a fast-paced environment, manage several projects at one time, review technical construction documents, comment on legal agreements, conduct site inspections, etc.

In addition, to the above, this position will be responsible for the review and comments on the Landscape Plans, Streetscape Plans and associated reports submitted to the Town as part of Planning Applications, and will have knowledge of the planning process and review of Planning Act applications for parks, trails, site design, streetscape, urban design standards (i.e. amenities and streetscape), and open space matters. In this regard, the Landscape Architect/Project Coordinator will work in close collaboration with the Manager of Development Planning in the Development Services Commission to conduct the review and comments on the submitted Landscape and Urban Design plans for the proposed developments.

## **Qualifications and Requirements:**

- Full Membership in the Ontario Association of Landscape Architects.
- Project Management Professional (PMP) designation is preferred but not mandatory.
- Membership with the Canadian Institute of Planners (MCIP) and/or the Ontario Professional Planners Institute (O.P.P.I) is preferred but not mandatory.
- Experience in project management and strategic park and open space planning.
- Five (5) years' experience in municipal park design and construction is preferred.
- Understanding of municipal park, cemetery and open space planning and development practices.
- Demonstrated knowledge and experience of municipal land development and planning applications including subdivision, rezoning and site plan applications from the perspective of landscape design, parks, and open space matters.
- Direct experience and ability to review Planning Act applications for landscape design, site design and urban design as well as open space, parks and streetscape matters.
- Understanding of trade knowledge and practices and related to legislative requirements of the Planning Act, Municipal Act, Bill 23, and other legislation having jurisdiction as they relate to public health, safety, park design and accessibility.
- Strong knowledge of working with multi-disciplinary consultant teams and the administration of construction contracts.
- Strong problem-solving skills and the ability to bring forward creative results both throughout the review of complex planning/development applications and during site inspections.
- Ability to review, comment and implement corrective measures regarding consultant work to ensure correctness and compliance with established Town standards.
- Ability to complete multiple projects within prescribed deadlines and be accountable for results.
- The ability to work effectively in a team environment, with other professionals, consultants, local authorities, higher order government agencies, contractors and the public.
- Working knowledge of AutoCAD for the creation of design drawings and plans.
- Basic ability in Adobe Creative Suite (Photoshop, Illustrator, InDesign) or equivalent graphic design software for creating presentation plans, public information material and signage.
- Demonstrated quantity surveying and cost estimating experience.
- Excellent communication (written and verbal), research, report writing and graphic communication skills.
- Must be pro-active, self-directed, and highly organized.
- Proven problem-solving and project management skills.
- Strong Conflict management and negotiation skills.
- High-level of professionalism and confidentiality
- Ability to work independently and to demonstrate a high degree of initiative.
- Ability to prioritize workload, meet deadlines, be accurate and detail-oriented, and readily adapt to disruptions.
- Valid driver's license with access to a vehicle is required.
- May be required to work flexible hours including evenings and weekends.

## **How to apply:**

Please forward your resume in confidence by **September 19, 2025, at 4:00 p.m.**, identifying **Job # 2025-088-IE** in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**