



Parks Design & Development Assistant - Job ID #2704

Job Title	Parks Design & Development Assistant	Status / Job Type	Permanent Full Time
Commission	Public Works	Department	Engineering Services
Union Affiliation	CUPE 181 (CITY HALL) - FT	Number of Openings	1
Rate of Pay	\$31.81 to \$33.84	Benefits Entitlement	Yes
Hours of Work	35 Hours Per Week	Posting Date (4:30 pm)	Sep 3, 2026
Existing Vacancy	Replacement	Closing Date (4:30 pm)	Sep 17, 2026

Position Summary

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. At the City of Brantford, we strive to reflect our values of Integrity, Collaboration, Continuous Improvement, Respect and Inclusion in everything we do. The City is committed to the professional development of our staff and invite you to come, grow with us!

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

Posting Restrictions

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.