

CONEJO RECREATION & PARK DISTRICT

Job Title: Park Planner

Division: Parks & Planning

Summary:

Under general supervision, participates in the planning, design and implementation of maintenance and development projects for all District parks, recreational areas and facilities; provides responsible and technical staff assistance; and performs other related duties as assigned.

Essential Duties and Responsibilities:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Compiles and analyzes data such as site conditions, geographic locations, soil/vegetation/rock features, drainage, and location of structures for preparation of landscaping and developing plans; prepares environmental impact reports.
- Prepares site plans, working drawings, specifications and cost estimates for District land development, showing ground contours, vegetation, location of structures and such facilities as roads, walkways, parking areas, fences, walls and utilities, and coordinates arrangement of existing and proposed land features and structures.
- Manages and inspects capital improvement projects in process; ensures compliance with specifications, quality of materials and workmanship, and compliance with applicable laws and regulations; assists in developing presentations for public hearings.
- Prepares applications for rezoning District property; applies for development, special use, tax exemption and other permits.
- Preparation of environmental documents including coordination and review permitting.
- Confers and consults with developers, consultants, engineering personnel, architects and government personnel on planning and construction matters.
- Prepares construction contracts and assists in negotiating them.
- Performs special studies related to planning, development and construction.
- Develops and maintains legal descriptions for District property; records and maintains property deeds, easement quit claims, and grant deeds for District land.

Other Duties and Responsibilities:

- May represent the District at commission, council or Board meetings.
- Assists in the development of the District's annual master plan document, including assignment of demographics, environmental conditions, and socio-economics.
- May locate sources and complete applications for grants.
- Participates during disasters or when emergency response is needed.
- May be required to drive District or personal vehicle.

- Exempt employees may be required to work nights and weekends.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any combination of experience and training that would likely provide the required knowledge, skill, and/or ability listed below is qualifying.

Education/Experience:

A typical way to obtain the knowledge and abilities would be: a bachelor's degree in urban or environmental planning, landscape architecture or a related field; and two years of relevant work and familiarity with municipal planning practices, environmental review and analysis, land use requirements and development constraints; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret common scientific and technical journals, financial reports and legal documents. Ability to respond to common inquiries or complaints from customers or regulatory agencies. Ability to present information to top management, developers and contractors.

Math Ability:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with abstract and concrete variables.

Certificates and Licenses:

- Valid California driver's license with a good driving record and current automobile insurance.
- Engineering, Architecture or Landscape license is desirable.
- All full-time employees require satisfactory completion of a pre-employment functional capacity examination.
- Department of Justice fingerprint clearance.

Supervisory Responsibilities:

This position has no supervisory responsibilities but may provide technical guidance/work direction to other District staff and contractors.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions. The employee is regularly exposed to outdoor weather conditions, low-to-moderate noise levels, frequent contact with internal and external customers, and intermittent exposure to individuals acting in a disagreeable or emotionally charged manner.

Physical Demands:

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit or stand for extended periods and is regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate computers and other standard office equipment; and reach with hands and arms. The employee may occasionally walk over rough terrain; climb or balance; stoop, kneel, crouch or crawl. The vision requirements include ability to adjust focus, depth perception, peripheral vision, color vision, close and distance vision. The employee is occasionally required to lift up to 50 pounds.

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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.