



City of Denton Job Description

Title: Parks Planner
Position ID: GP3130-402001
Department/Division: Parks and Recreation/Park Maintenance
Report to: Parks Superintendent
FLSA Designation: Exempt
Safety Sensitive: Yes
DOT: No

Definition: Responsible for the administration of the Park Dedication Ordinance, project management for Park Maintenance capital improvement (CIP) and capital maintenance (CMP) projects and alternative funding initiatives.

Essential Functions:

- Administers the City's Park Dedication Ordinance and performs City Planning Development Review as a member of the Development Review Committee & Development Assistance Team
- Assists Parks Superintendent, Landscape Architect, and Parks Director with Capital Improvement (CIP) and Capital Maintenance (CMP) and grant funded projects
- Processes and administers alternative funding initiatives including researching grant opportunities, writing grants, and presenting funding proposals to entities such as Community Block Development Grants (CDBG), Texas Department of Transportation (TXDOT), Texas Parks and Wildlife Department (TPWD), North Central Texas Council of Governments (NCTCOG), Federal Highway Administration (FHWA), as well as various city, state, federal, and private entities
- Researches project specifications to provide recommendations for project scope of work as relating to park construction and capital projects.
- Reviews plans and evaluates residential developments for new park opportunities and ensures compliance with the Park Land Dedication and Development Ordinance
- Assesses Park Dedication and Development Fees for approval by Parks Director
- Manages easement requests through public park land and ensure Texas Parks and Wildlife Code, Chapter 26, is correctly followed and implemented
- Drafts ordinances, development agreements, landscape maintenance agreements, and manages their progress in coordination with developers, City Administrative and Legal Department Staff
- Compiles scope of work and specifications for RFP, RFQ and other bids as directed
- Monitors technical and environmental compliance through the direction of and coordination with project engineers, architects, attorneys, planners, contractors, consultants, and City staff.
- Inspects Parks construction projects for safety, compliance, and craftsmanship as well as adherence legal requirements under the Americans with Disabilities Act.

- Performs assignments requiring the application of diversified knowledge of construction, capital improvement projects, and other assigned projects, including coordination with consultants, contractors and other outside agencies
- Prepares and maintains project documents, cost estimates, and tracking expenditures.
- Maintains regular and punctual on-site attendance.

Additional Duties:

- Attends after hours meetings such as Park, Recreation & Beautification Board and public meetings
- Creates and presents information to various groups such as the Park, Recreation & Beautification Board and public meetings
- Designs and produces park signage using computer-aided design and computer-aided manufacturing (CAD/CAM) software and computer numerically controlled (CNC) machinery
- Assists Landscape Architect with AutoCAD drafting as needed
- Performs other duties as assigned

Minimum Qualifications / Acceptable Equivalency:

- A Bachelor's degree from an accredited college or university with major work in landscape architecture, urban planning, or closely related field.

AND

- A minimum of three years of professional or paraprofessional park development planning, landscape architecture, or related planning experience.

OR

- Any combination of related education, experience, certifications and licenses that will result in a candidate successfully performing the essential functions of the job

Core Competencies:

Abilities

- To communicate effectively both verbally and in writing
- To form and maintain effective relationships with coworkers and customers
- To use Microsoft Word, Excel, Project, PowerPoint, and SharePoint, and project tracking software
- To read and interpret plans, schematics and specifications
- To deal courteously in a tactful and patient manner with associates and the general public
- To present an overall professional image
- To ensure accountability by following through on commitments, acting with a clear sense of ownership, taking personal responsibility for decisions, actions and failures
- To establish clear responsibilities and processes for monitoring work and measuring results
- To be action-oriented by taking on new opportunities and challenges with a sense of urgency, high-energy and enthusiasm

- To acquire data from multiple and diverse sources when solving problems
- To drive innovation by creating new and better ways for the organization to be successful

Knowledge

- Working knowledge of construction methods and practices
- Possesses and maintains a working knowledge of park, open space, and recreational planning issues, principals, methods, and techniques with a specialized knowledge of site master planning, site design and construction detailing, environmental design, urban conservation, capital improvements programming, and applicable regulations as required.

Preferences:

- Bilingual in Spanish and English
- Experience using TrackIt and ProjectDox software
- Certification as a Project Management Professional (PMP) or Certified Associate in Project Management (CAPM)

Conditions of Employment:

- Must have a valid Class “C” Driver’s License and valid state required minimum automobile liability insurance prior to employment (must obtain Texas Class “C” driver’s license and state required minimum automobile liability insurance within 90 days of hire per state law)
- Must pass a drug test, driver’s license check, criminal history background check, and social security number verification check
- Must be able to work outside of regular business hours as required
- Must attend and successfully complete the City’s Defensive Driving Course (DDC) as soon as possible after employment

Physical Requirements:

Overall Strength Demands: The italicized word describes the overall strength demand of the functions performed by the incumbent during a typical workday.

- *Sedentary* – lifting no more than 10 pounds
- **Light** – lifting no more than 20 pounds; carry up to 10 pounds
- **Medium** – lifting no more than 50 pounds, carry up to 25 pounds
- **Heavy** – lifting no more than 100 pounds, carry up to 50 pounds
- **Very Heavy** – lifting more than 100 pounds, carry more than 50 pounds

Physical Demand Codes: The following describes if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Codes for “how often”:

Y = Yes

N = No

E = extensive (100-70%)

M = moderate (60-30%)

I = infrequent (20-10%)

A = almost never (<10%)

Task: Code:

1. Standing: I
2. Sitting: E
3. Walking: M
4. Lifting: I
5. Carrying: I
6. Pushing/Pulling: I
7. Overhead Work: I
8. Fine Dexterity: M
9. Kneeling: I
10. Crouching: I
11. Crawling: I
12. Bending: I
13. Twisting: M
14. Climbing: I
15. Balancing: I
16. Vision: E
17. Hearing: E
18. Talking: E
19. Video Display: E
20. Other:

Machines, Tools, Equipment and Work Aids:

The essential functions of this position require the use of computers, telephones, CNC machinery and hand tools

Environmental Factors:

The essential functions of this position are performed in an office environment

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice.

ADA/EOE/ADEA

Effective Date: 8/1/2019

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