



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARK AND RECREATION PLANNER I

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2430

PAY RANGE CODE: 15.2 MC REVISION DATE: 1/26/17

NATURE OF WORK:

This is entry level professional landscape architecture work in the design of park land and recreational facilities. Work includes preparing project specifications, contract documents, and site plans, computing cost estimates, and monitoring construction. Incumbents in this classification work with considerable independence; however, general supervision is received from an assigned supervisor.

ESSENTIAL FUNCTIONS: *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Designs site plans for park and recreation areas, including golf courses, ball diamonds, picnic areas, swimming pools, playgrounds, and other facilities.

Coordinates, monitors, and provides technical assistance at park and recreation construction sites.

Develops plans for special projects such as irrigation systems, athletic fields, and creative playgrounds.

Writes project specifications and prepares contract documents to advertise for bids for park and recreation projects including new construction, rehabilitation, renovation, and demolition.

Participates in the redevelopment of deteriorated, inadequate, or obsolete parks and other facilities.

Prepares and computes cost estimates for proposed projects.

Receives and analyzes bids for quality and cost and submits analysis to the Purchasing Agent.

Abstracts property for ownership; initiates and coordinates site surveys and communicates with concerned parties to obtain feedback during plan preparations.

Participates in developing presentations and addressing public groups and individuals.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the principles and practices of landscape architecture as applied to park development.

Knowledge of the standard principles and practices of drafting.

Knowledge of civil engineering procedures, especially operating a transit, reducing field notes, and creating graphs from the information.

Knowledge of the techniques and practices of land usage and the municipal agencies involved in park planning.

Knowledge of ornamental flower, tree, and shrub arrangements.

Ability to learn and adapt to advances in computer, mobile, and electronic device technology and software.

Ability to create and design specific plans for park and recreation development.

Ability to develop a cost estimate from a set of drawings and keep accurate records of cost estimates and expenditures.

Ability to analyze, lay out, and modify landscape beautification plans from initial concepts to final drawings.

Ability to communicate with contractors, outside agencies, the public and neighborhood groups in order to explain and develop park plans.

Ability to understand written or oral instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit, stand, walk and bend 26 to 50% of the time; and climb, reach, balance, stoop, squat, kneel, crouch, push, and pull 0 to 25% of the time.

Ability to move objects weighing up to twenty (20) pounds up to 33% of the time and up to ten (10) pounds 34-66% of the time.

EDUCATION AND EXPERIENCE: *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Landscape Architecture, Metropolitan Planning, or a related field.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the work day.

WORKING CONDITIONS: *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises and outdoors in varying weather temperatures and conditions. When visiting construction sites, incumbents work near vibrating machinery and moving mechanical parts, or undeveloped lands, and in and around mud, debris, thick brush, and grass. At times, noise levels may require shouting in order to be heard.

EQUIPMENT OPERATION: *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Copier	Printer
Telephone	Survey Transit and Equipment	Scanner

Previous Revision Date(s): 5/27/93