



CITY OF OMAHA CLASS SPECIFICATION

CLASSIFICATION TITLE: PARK AND RECREATION PLANNER II

BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 2440

PAY RANGE CODE: 19.1 MC REVISION DATE: 1/26/17

NATURE OF WORK:

This is professional and technical landscape architecture work of an advanced nature in the design and development of park land and recreational facilities. Work includes preparing project specifications, bid/contract documents, and site plans, computing cost estimates, as well as construction monitoring, site inspections, and other duties relating to improvement projects for parks or recreational facilities. Work also includes various responsibilities for hiring, directing, supervising, and monitoring consultants providing design-related services to projects assigned to the incumbent. Incumbents in this classification work with considerable independence, assign work, and monitor the performance of private consultants. 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 new parks and recreation areas, including sports facilities picnic areas, playgrounds, trails/walkways, irrigation systems, landscape improvements, and other facilities.

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

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

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, as directed, on committees charged with selecting consultants for major park and recreation-related projects.

Supervises, assigns work, and reviews submissions from consultants for construction, renovation, or demolition of sports facilities, pools, trails, landscaping, playgrounds, picnic facilities, or any other facility associated with parks and/or recreation.

Represents the department on the City Development Review Committee, providing initial comments on major City Development projects and reviews with supervisors to determine final department recommendations and comments.

Consults with department supervisors to provide assistance, direction, and contractor selection for specific small projects required by divisions within the department.

Prepares and submits documentation in support of grants for park and recreation-related improvements.

Participates or directs, as required, in the development of studies, letters, surveys, and long-range plans, including City Wide Pool Plan, Tennis Court Survey, Rehabilitation Priority Plan, and others.

Addresses public groups and communicates with neighborhood and user groups to explain and develop park plans.

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.

Knowledge of the principles and practices of parks and recreation programs and facilities and City planning as it relates to park development.

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

Ability to coordinate the design and development process of park and recreation facilities with superiors, architects, and contractors.

Ability to assign work, provide direction, and monitor the performance of private consultants.

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 from 51 to 75% of the time; stand and walk from 26 to 50% of the time; and climb, reach, bend, and squat up 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 from 34 to 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 or Metropolitan Planning or a related field

AND

Three (3) years of experience in Landscape Architecture or Metropolitan Planning,

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
8/30/07