

Class Code:
Approved by City Council:

City Hall Unit
Non-Exempt

THE CITY OF FONTANA ASSISTANT PARK PLANNER

DEFINITION: Under general supervision, will assist in planning, directing and organizing the planning and coordination of park and recreational site and facilities acquisition, development, and renovation projects. This position may exercise technical or indirect functional supervision of lower level staff.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Participate in research, prepare reports, and recommend park and recreational facility development.
- Make recommendations for updating the City's Parks and Recreation Master Plan.
- Monitor the Parks and Recreation Capital Improvement programs.
- Assist in the preparation of project environmental documentation on a project by project basis.
- Assist in coordinating park capital projects with consultants, city departments and other governmental agencies and the public.
- Assist in the preparation of construction plans, specifications, cost estimates, materials, and lists for landscaping irrigation systems, recreation facilities and structures.
- Participate in the inspection of park construction work.
- Assist in the development of park construction budgets.
- Assist in the preparation of park construction and other grant programs.
- Prepare preliminary project sketches.
- Prepare park construction schedules.
- Prepare written reports and correspondence as required.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking on level and slippery surfaces, reaching, twisting and turning while entering and exiting a motor vehicle or on foot within the City limits. Incumbents may be required to lift objects weighing up to 25 pounds. The position requires near, far, and color vision. Incumbents work in all weather conditions, around moving traffic and frequently deal with irate members of the public.

EXPERIENCE AND TRAINING GUIDELINES:

A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Principles and practices of landscape architecture and engineering design as applied park and recreational area development and renovation.
- Methods, materials, and equipment used in park and recreation area and facility construction and maintenance.
- Characteristics of plant materials suitable for park and recreational areas.
- Park and open space concepts and the principles involved in long-range planning project analysis.

Experience: One year of responsible experience in the design, construction coordination of park or related projects is desirable.

Education: Bachelor's degree from an accredited college or university with major coursework in landscape architecture, planning, architecture or a closely related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License.