

PARK PLANNER

Organization Overview

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards. Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

Responsibility

Under the supervision of the planning and operations manager, assists with the planning, design and construction of park district facilities including, but not limited to, trails, parking lots, bridges, boardwalks, and enclosed and open-air shelters

Examples of Duties

- Assists with the development of master plans for parks and preserves including analysis and selection of amenities, as well as overall area design
- Develops and draws schematic, conceptual, and final plans for park facilities, assuring compliance with all local, state, and federal regulations
- Inventories and analyzes site conditions to include biological diversity, wildlife and vegetation management, watershed quality, soil and geologic conditions, and cultural profile of rural areas
- Assists with the preparation of reports on land acquisition, proposed capital improvement projects, and necessary cost estimates
- Assists with the preparation of the annual capital budget in accordance with park development plans
- Communicates with and selects vendors to complete tasks on the park district's annual capital projects list
- Develops maps as requested by various departments using GIS software
- Other duties as assigned

Necessary Knowledge, Skills, Abilities

- Proven teamwork, communication and partnership skills, and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- Bachelor's degree in landscape architecture, engineering, or related field; ability to communicate effectively through writing, drawing, and speaking
- The ability to maintain effective working relationships with associates, other professionals, and the general public; the ability to handle sensitive inquiries from and contacts with other agencies and the general public

- The ability to define problems, collect data, establish facts, and draw conclusions
- Experience in wetlands regulations, ADA regulations, aquatic systems, and native plant ecology is useful
- Experience with rural environmental planning is useful
- Experience with project management and the ability to work with construction contractors and design consultants
- Familiarity with project bidding, RFQ/RFP, and design service procurement requirements
- Ability to use computer-based planning tools such as AutoCad, ArcGIS, Adobe Creative Suite, and more

Required Physical Abilities Include the Following, But Are Not Limited To

- Must conduct field investigations in or around a variety of environments including woods, wetlands, prairies, ponds, ravines, bridges, and old buildings
- Work around heavy equipment during construction projects
- Work in inclement weather
- May occasionally lift items in excess of 50 pounds

Desired Training and Experience Requirements

- Any combination of training and experience that would indicate possession of the necessary knowledge, skills, and abilities listed above
- Registration and state licensure as a landscape architect or civil engineer, or progress in achieving registration and license
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening

Approved October 2021