



We, the employees of the City of West Des Moines, through Teamwork and Cooperation, are committed to provide the highest Quality of Service with Honesty and Integrity to the community we serve.

Our mission is to serve the people of West Des Moines honestly and effectively. Through a variety of services, we strive to provide the quality of life desired by the community.

City of West Des Moines Job Description

Job Title:	Park Planner		
Department:	Parks & Recreation	Civil Service:	Applicable
Reports To:	Superintendent of Parks	Grade/Range:	NU_C42
Dotted Line Reports To:		Manager Level:	Non-Manager
Category:	X Exempt (salaried) Non-exempt (hourly)	Last Review Date:	January 2023
Post Offer Testing:	Physical and Drug Screen after contingent offer		
Residency:	Must be an Iowa resident within two years of hire date and maintain residency throughout duration of employment. Chapter 400.17 of the Iowa Code		

Summary Description:	Under the direction of the Superintendent of Parks, performs technical work in support of the planning, design, and construction administration of the City's parks and trails network. Develops and updates master plans, site plans, and specifications for park and trail facilities. Partners with community organizations, volunteer groups, other City departments and external agencies to facilitate communication and enhance collaboration.
Essential Job Functions:	Ability to effectively use department CAD and ArcGIS applications for park and trail planning and design; administer construction contracts, ensuring compliance with pertinent local, state, and federal laws and regulations; conduct effective research and analysis; work effectively with co-workers and external individuals/groups to accomplish the City's goals; speak publicly with confidence in various settings, and legally operate a motor vehicle in the State of Iowa.
Routine Job Duties/Responsibilities:	<ul style="list-style-type: none"> • Creates comprehensive park plans which include, master plans, site plans, planting plans, and detailed construction documents using CAD and other related computer applications. • Serves as technical resource to the development and maintenance of the department CAD and ArcGIS systems. Recommends enhancements and/or system improvements. • Assists in administering construction contracts and inspects contractors' work to ensure compliance with plans and specifications. • Assists with inventory and assessment of park assets. Makes recommendations for prioritizing and replacing assets. • Creates maps, charts, plans, sketches, and presentation renderings for departmental communications. • Represents the City and makes presentations at interdepartmental meetings and public meetings; provides background and technical assistance to boards, commissions, neighborhood groups, etc.; attends and participates in area professional groups and committees. • Collaborates with a variety of individuals and groups for the purpose of obtaining and providing information, coordinating activities, processing projects, and formulating recommendations. • Ensures that the City's mission, values, goals, and objectives are fully supported and initiated. This includes, but is not limited to, support of the following initiatives: the quality initiative; Mayor/City Council strategies and various other city-sponsored work teams. • Performs other duties and responsibilities as assigned.
Periodic Job Duties/Responsibilities:	<ul style="list-style-type: none"> • Partners with local service organizations to develop and administer park projects and provides supervision for volunteer projects such as an Eagle Scout Project.

	<ul style="list-style-type: none"> • Researches park funding sources, prepares budget estimates, and assists with grant applications. • Provides information in support of the development of the departmental Capital Improvement Program (CIP) budget. • Solicits vendor bids for materials and/or services. • Assists with maintaining the Master Parks and Trails Plan. • Assists the public with information requests and routine needs including developing maps for public distribution.
Job Standards:	<i>Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:</i>
Education/Experience:	<ul style="list-style-type: none"> • Bachelor's Degree in Landscape Architecture plus 3 years of related work experience
Skills:	<ul style="list-style-type: none"> • Ability to prepare master plans, site plans, landscape plans construction plans, specifications, and cost estimates • Ability to read, visualize and comprehend development plans • Ability to understand, interpret, explain, and apply laws, ordinances, rules, policies, regulations, and construction documents • Ability to work safely and efficiently with light supervision • Ability to work independently, as well as, in a team • Ability to lead and organize meetings and discussions • Proficiency in advanced computer applications including CAD, ArcGIS, and Adobe Creative Suite • Effective oral, written, and public speaking communication skills • Excellent interpersonal communication skills and the ability to deal with difficult people in an effective, respectful manner • Excellent telephone techniques • Sound judgment and decision-making abilities • Effective time management skills
Knowledge:	<ul style="list-style-type: none"> • Working knowledge of the principles, practices, and trends of park and trail planning and development • Working knowledge of park and trail design and cost estimating • Working knowledge of playground design and related safety requirements • Working knowledge of plant materials • General knowledge of pertinent local, state, and federal laws and regulations • General understanding of basic construction concepts, contract administration, and budgeting • General knowledge of PCs including MS Office Suite (Word, Outlook, Excel, PowerPoint, etc.) • General knowledge of office equipment, digital camera, scanner, fax machine, photo copier, telephone, calculator, shredder, and binding equipment
Licenses:	<ul style="list-style-type: none"> • Certified Playground Safety Inspector within 12 months of appointment • Possession of a valid Iowa Driver's License or evidence of equivalent mobility • Preferred State of Iowa Registered Landscape Architect
Working Conditions:	<ul style="list-style-type: none"> • Long periods of sitting • Intermittent periods of standing and walking • Ability to lift, carry, push, and pull up to 20 pounds • Constant near site acuity and field of vision • Frequent handling, dexterity, talking, hearing, far sight acuity, depth perception, color vision, concentration, and judgment • Intermittent climbing, balancing, stooping, kneeling, crouching, crawling, reaching, feeling, tasting/smelling, and writing ability • Moderate exposure to weather

Safety Hazards:	<ul style="list-style-type: none"> • Exposed to construction hazards 	
Other:		
<p>Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The employer has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.</p>		
Approval:	Signed	Date
Human Resources Director:		
Department Head:		