



THE CORPORATION OF THE TOWN OF OAKVILLE

JOB POSTING

POSITION ID: 3855-001

CALL NO. 24-3664

Job Designation:	Landscape Architect
Department:	Parks and Open Spaces
Job Details:	Permanent Full Time (CUPE 1329)
Salary Range:	\$88,553 - \$107,986
Pay Grade:	12
Closing Date:	Applications for this position must be received at oakville.ca no later than 11:59pm on May 21, 2024 .

We offer:

- A hybrid work schedule
- A defined benefit pension plan (OMERS).
- Comprehensive health plan complemented with life and disability insurance.
- A progressive work environment that promotes a work/life balance and strives to be a great place for great people to do great things.

Reporting to the Manager, Parks Capital Planning and Management, the Landscape Architect position is responsible for providing landscape architectural services for the planning and development of the Town of Oakville's parks, open space, and natural environment. The position will serve the public interest through the provision of professional service to provide safe and functional recreation spaces and to create a logical balance between supplying effective infrastructure with the enhancement and protection of the environment.

Job Responsibilities:

- Administer and manage a variety of park projects from initiation to completion which involves the design and construction of various park facilities that meet the active and passive recreational needs of the community.
- Develop and co-ordinate the design and development of municipal parks and open space with developers, consultants, related staff and concerned agencies.
- Interact with the Planning Department on determining park and open space requirements on a secondary plan level, reviewing and recommending approval of all park drawings and estimates.
- Provide comments on behalf of the Department as they apply to Subdivision Agreements, Site Plan applications, Zoning Amendments, Official Plan Amendments, and other Planning circulations.
- Confirm parkland dedication strategies, establish draft conditions, and ensure comments and conditions are fulfilled prior to, and following, building permits.
- Working with the Manager and Director, help define future parkland needs and participate in land negotiations leading to acquisition; determine timing/phasing of future parkland development and develop cost estimates for park and open space development for inclusion in Capital Budget.
- Responsible for cost control, Capital expenditures and scheduling for the delivery of park construction projects, consultant services and related technical studies.
- Prepare terms of reference for retention of consultant services, including evaluating proposals, reviewing and negotiating work plans and budgets and recommending award of services; co-ordinate consultants work and process payments.
- Prepare master plans for public parks; prepare landscape plans to complement municipal facilities and infrastructure; prepare information for public consultation and co-ordinate public meetings/open houses.
- Co-ordinate, prepare and review design and construction drawings and written specifications.
- Liaise with Purchasing department in the preparation of tender documents, tender advertisement and distribution; review tenders for accuracy and compliance with specifications, make recommendations for award; provide general contract administration.

Successful candidates will abide by Ontario Health & Safety Legislation and follow Corporate Health & Safety Policies.

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- Provide on-site inspections of the park and open space construction; identify and document deficiencies and provide follow-up action.
- Prepare and recommend direct payment to contractors and reimbursable payments to Developers (via DC process); monitor overall project costs and recommend budget amounts based on construction schedule.
- Ensure drawings and work complies with approved standards and policies and applies sound planning and construction practice.
- Recommend release of securities and assumption of lands, facilities and services.
- Interact with Operational personnel regarding maintenance implications of master plan and design proposals. Monitor and direct construction of 'in-house' projects.
- Research and prepare reports to be presented to Council and committees.
- Respond to public and Council inquires regarding parkland issues.
- The incumbent will also provide technical guidance to other Departments across the Corporation.
- Perform other duties as assigned, usually related to design or construction skills.

Qualifications:

- Graduate of a university program in Landscape Architecture, plus full membership (seal and certificate) in the Ontario Association of Landscape Architects (OALA), or equivalent combination of education and experience.
- Incumbent must also have five (5) to seven (7) years of related progressive experience in a municipal, parks-oriented work environment.
- Must have a thorough knowledge of the Construction Lien Act, Development Charges Act, Planning Act, and Accessibility for Ontarians with Disabilities Act as it relates to parkland development.
- Excellent communication skills (written and oral) for making presentations to large groups, directing and guiding contractors, consultants, and staff.
- Proficient time management skills and flexibility in adjusting between a variety of duties. Ability to work with minimal supervision and as part of a team.
- Proficient computer skills with emphasis on applications such as Microsoft Office, AutoCAD, Adobe Acrobat, and GIS applications.
- Knowledge of relevant policies, standards and legislation that related to park planning and construction in general.
- Travel to a variety of sites is required. The successful candidate will be required to supply their own personal vehicle for performing job duties / corporate business.
- Must hold and provide a copy of a valid and unrestricted Ontario Driver's Licence Class G minimum with a driving record that demonstrates responsible and safe driving behaviour. Note: Applicants with 6 or more points are ineligible for consideration. The successful applicant, who is a new hire, will be required to provide the Corporation with a current drivers abstract (no older than 30 days) and pass a Town administered road test as a condition of employment.

DATED: April 30, 2024

This job profile reflects the general requirements necessary to perform the principal functions of the job. This does not include all of the work requirements of the job. Applicants are required to demonstrate through their application and in the interview process that their qualifications match those specified. The minimum threshold score for the interview is 75%

We thank all applicants and advise that only those selected for an interview will be contacted.

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