



Landscape Architectural Technologist POSTING No. 201925

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

As part of the Recreation & Parks Department, Parks & Open Space Section under the supervision of the Senior Landscape Architect, this position is responsible for technical support services for parks, trails, cemeteries, open spaces and related facilities. The Landscape Architectural Technologist assists with the preparation of data collection and analysis, mapping, contract documents and design drawings, cost estimating and inspections related to capital development. The Landscape Architectural Technologist will be responsible for project management of minor construction projects and administering permits related to parks and open spaces. The position is also responsible for the collecting, creating, analyzing and maintenance of a wide variety of information for the department. To be successful, you are a team player who can also work independently when and where needed.

Accountabilities:

- Provides technical support for long range planning and master planning exercises
- Point of contact for the department in using the corporate GIS system to create data, prepare maps, and perform related analytical functions, particularly with respect to Asset Management systems.
- Assists with AutoCAD construction drawings, tenders and contracts for capital development from design through to completion
- Actively manages minor capital development/replacement projects on time and within budget
- Prepares presentation material for Department studies/programs, public meetings, policy communiques, Department functions or meetings of Council
- Reviews and coordinates minor Site Plan drawings, schedules and securities for landscape standards and cash-in-lieu of parkland in accordance with Department policies and procedures
- Carries out field work for parks, trails, cemetery, open space and development applications
- Researches new materials and policies to assist with Departmental initiatives
- Administers Fence and Gate Applications, Open Space Access Permits, and other Department initiatives as directed
- Provides technical support for community groups and the public in the planning, design, construction and maintenance of park facilities under the direction of the Department

- Negotiates best value with contractors, agencies and developers in the processing of minor development applications or construction of minor capital projects within context of approved capital budgets
- Performs tasks in a safe manner with regard to the guidelines and regulations as outlined in the Occupational, Health and Safety Act and other authorities having jurisdiction
- Provides highest standard of customer service for both internal and external customers, in compliance with Town standards
- Responds to inquiries from public, staff and elected officials with positive, timely and proactive decisions and actions taken.
- Performs other job related duties as assigned

You possess:

- 3 years' experience in design & construction and development preferably in a municipal setting (parks, trails, cemeteries)
- Diploma/Degree in Landscape Technology or equivalent
- Eligibility for Associate membership in the Ontario Association of Landscape Architects considered an asset
- Proficiency in AutoCAD, ArcGIS, Adobe Creative Suite, Illustrator or equivalent desktop publishing system, SketchUp, and all Microsoft Office Suite applications for the preparation of contract documents, presentation drawings and public information material
- Possess valid Ontario class 'G' license and use of own vehicle for site inspections
- Understanding of municipal park, trail, cemetery and open space development.
- Experience in the preparation of working drawings, contract documents and presentation materials, preferably in a municipal setting
- Excellent customer service and public relations skills.
- Understanding of trade knowledge and practices and related legislative requirements of the CSA Guidelines for Playgrounds, Municipal Act, AODA, Ministry of Labour and other legislation having jurisdiction as they relate to public health, safety, park design and accessibility
- Experience in the development and management of spatial and information databases and related analytical functions
- Demonstrated ability to work independently on a series of tasks concurrently
- Effective communication, interpersonal, organizational and problem solving skills

Compensation:

The salary for this position (35 hours per week) is \$63,165 - \$75,197 per annum.

The position will mainly be in an office environment, with periodic site inspections primarily April to November. Some evening work may be required, with compensation through overtime or time in lieu.

Application:

Qualified candidates may submit a detailed cover letter and resume in confidence to the Town by 4:30 p.m., May 27, 2019. Please quote Posting No. 201925 on your cover letter. Please apply using only **one** method of application below.

Email: humanresources@haltonhills.ca (preferred)

Mail:

Attn: Human Resources
Town of Halton Hills
1 Halton Hills Drive
Halton Hills, ON L7G 5G2
Posting No. 201925

Note: Candidates selected for interviews will be required to bring a current portfolio of work, including examples of presentation graphics, working drawings and AutoCad/GIS examples. An AutoCAD proficiency test will also be administered as part of the interview process.

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Manager of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

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