

## **EAST BAY REGIONAL PARK DISTRICT**

### **SENIOR PARK DESIGNER**

#### **GENERAL FUNCTION:**

Under general supervision, provides professional expertise in the planning, design and preparation of construction documents, and performs other related work for varied District projects.

#### **ESSENTIAL FUNCTIONS:**

Reviews assigned projects, meets with appropriate staff, and develops project schedules, methods and procedures; gathers and analyzes data; conducts site visits and compiles site inventory and analysis of existing conditions; prepares project survey request if necessary; prepares base map utilizing electronic data; coordinates and facilitates project design meetings; provides cost estimates for the design, construction and inspection of a project; prepares permit applications as required and interfaces with regulatory and local agencies as necessary; prepares construction drawings and specifications and distributes to appropriate staff and outside agencies for their review; incorporates revisions to construction drawings and specifications and produces final construction documents; attends pre-construction meetings with staff and contractor; reviews and responds to contractor's submittals and requests for information; attends field meetings to resolve projects issues, may prepare revisions on plans, addenda and change orders as required.

#### **OTHER FUNCTIONS AND DUTIES:**

May direct support staff on a project basis.

#### **MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree from an accredited college or university, with major work in Landscape Architecture or related field; and

Experience: Three years experience working in the field of Landscape Architecture

OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE (if needed)

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of planning, drafting, cost estimating, specification writing, design including grading and drainage, irrigation and water systems. Communication skills to conduct and coordinate meetings and facilitate discussions with staff, consultants, contractors and outside agencies. Skills in computer technology (AutoCAD and Softdesk civil engineering software, Internet, e-mail, word processing, and spreadsheets). Project management skills and ability to meet deadlines. Ability to direct support staff on a project basis. Ability to organize and create maps. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

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SPECIAL CONDITIONS OF EMPLOYMENT:

A valid California driver's license is a condition of initial and continued employment in this classification. This position may work occasional evening and/or weekend hours for meetings.

REPORTS TO: Design Manager

Employment Category: AFSCME, Local 2428, Monthly Salary Range Effective 1/1/04: \$4,995.25 - \$5,464.88  
Replaces "Park Planner II", Adopted by Board: 5-15-76  
Revision Adopted by General Manager: December 18, 2003  
Salary Revised per Joint Equity Committee Effective 1/1/04