

787006/21/05

Revised

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**  
**CLASSIFICATION SPECIFICATION**

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**TITLE: SENIOR PARK PLANNER**

**DEFINITION**

Under general supervision, to perform professional park development planning, to assist in park and recreational site and facility construction coordination; to provide responsible and technical staff assistance; to supervise the public landscape plan check processes of the Park and Recreation Department; to plan, schedule, direct, organize and supervise the administration and inspection of all construction contract work for public landscape development within the Park and Recreation Department; and to do related work as required.

**REPORTS TO:** Park Superintendent

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Park Superintendent. Exercises general supervision over professional, technical and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to, the following:

- Research, gather, and evaluate data for various park planning studies and prepare recommendations on methods of acquiring and improving park areas and facilities including buildings and recreation equipment.
- Prepare written descriptions of all proposed park projects, review project with Planning Department staff to establish required environmental and other review processes to obtain required building permits.
- Review all City and County Planning Commission reports and subdivision tentative maps for Park and Recreation Department concerns and input.
- Assist in the inspection of public landscapes in subdivisions to assure adherence to departmental requirements.
- Supervise and participate in the review and approval of all street improvement plans and public landscape plans to ensure compliance with City Standards for Street Tree Planting and Reverse Frontage and median landscape standards.
- Investigate and prepare responses to public complaints and inquiries concerning street trees, public landscapes and parks.
- Assist in the preparation and administration of state and federal park and recreation facility grants.
- Periodically review and update departmental acquisition master plan and developer's guidelines for preparation of public landscape designs.
- Plan and develop coordinated construction schedules with park facility uses.
- Monitor progress and inspect contract construction work to ensure compliance with plans, specifications, departmental standards and building codes.
- Assist in the preparation of development and construction budgets.
- Supervise, train and evaluate subordinate inspector(s).

- Conduct preconstruction conferences, administer daily operations of construction contracts, and prepare and maintain complete and accurate construction contract files.
- Coordinate the reviews of all submittals from the contractor through the various City departments and private consultants, and monitor status of all necessary approvals of same.
- Review and approve contractors requests for payment.
- Review of certified payroll submittals and field interviews of employees to ensure compliance with special funding agency requirements.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of landscape architecture and engineering design as applied to park and recreational area development and renovation; facilities placement, horticulture and park construction as applied to the preparation of designs, plans, specifications and cost estimates.
- Methods, techniques, principles, materials, safety hazards and practices used in park and recreation construction, renovation, and maintenance.
- Characteristics of various plant species commonly used for public landscape areas.
- Applicable codes, regulations and labor laws governing public works construction projects in California.

### **Ability to:**

- Prepare sketches, plans and specifications for parks and recreational areas.
- Estimate construction landscape costs and prepare and monitor construction schedules.
- Inspect construction work for adherence to plans and specifications.
- Gather, compile, and analyze technical and statistical data.
- Communicate clearly and concisely, orally and in writing.
- Understand and interpret construction plans and specifications.
- Plan check completed construction bidding documents for completeness, accuracy, coordination of work and clarity of intent.
- Prepare and maintain complete, accurate and organized reports and records.
- Deal firmly and tactfully with contractors and Agency employees.
- Negotiate changes in scope of work, costs and completion time with contractors.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in urban planning, park administration/management, landscape architecture, horticulture, architecture, engineering or a closely related field.

Experience: Three years of experience in park development planning, plan check of public landscaping design of public landscaping, or park and park facilities construction and renovation including

**Senior Park Planner**  
**Page 3 of 3**

one year of experience in construction contract administration in a landscape architectural, architectural, engineering or other closely related field.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License.

Possession of a professional design license (Landscape Architect, Architect, Civil Engineer or related field) is highly desirable.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Senior Park Planner

**TO:**