

CITY OF NEWCASTLE

POSITION DESCRIPTION

Title	Parks & Trails Planner	Date Created	September 2021
Department	Public Works	Job Classification	Non-Represented
Reports To	Public Works Director	Yearly Salary Range	See Current Budget Book
Supervises	N/A	FLSA Status	Exempt

GENERAL FUNCTION

The Parks & Trails Planner, under the supervision of the Director of Public Works, is responsible for all aspects of the City's Parks and Trails program which includes 18 developed parks and over 12 miles of trails. This position is responsible for a variety of planning and coordination tasks that support the design, construction, and inspection of public works and parks & trails capital improvement projects. In addition, the position serves as the primary staff resource for park and trail planning on subdivision and commercial projects, pursuing trail needs, and coordinating with Newcastle Trails (resident advocacy group).

Because of the small size of the City staff, each employee is expected to perform a wide range of office and field duties as may be required from time to time.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES

1. Performs project management duties on various public works capital improvement and major maintenance projects to include overall project direction, project tracking, all aspects of new construction and/or acquisition projects:
 - Develop and maintain project design and construction schedules; develop and maintain project budgets; apply for and procure necessary permits.
 - Coordinate project design and construction elements with internal and external stakeholders.
 - Administer consultant and construction contracts; participate in consultant selection process; develop requests for proposals, solicit quotations and bids; provide management oversight of contracts; process addendums and change orders; resolve contract disputes;
 - Manage public bid process; perform bid analysis and make recommendation for award.
 - Monitor project budgets; monitor and evaluate project construction to ensure compliance with construction specifications; process payments to consultants and contractors; perform project closeout.
2. Serve as a technical resource for City departments on site-related parks, trails and open space issues.
3. Participate in the review of private development projects:
 - Participate in pre-application meetings/reviews.
 - Provide project review on parks & trails elements of private development applications.

- Assist in the inspection of parks & trails elements of private development construction to ensure compliance with construction specifications.
4. Assist in planning and preparation of the department's Operating and Capital Improvement Program (CIP) budgets.
 5. Develop and coordinate community outreach efforts.
 6. Coordinate, and facilitate, intra-departmental stakeholder, and public open house meetings to solicit feedback. Coordinate and facilitate outside agency meetings.
 7. Research, prepare, present, and assist in the administration of grants for parks & trails acquisitions, renovations and new facility developments.
 8. Prepare informational materials and make related presentations to City staff, elected officials and public groups, act as liaison between end users, City staff, contractors and City projects.
 9. Provide written and verbal reports on updates.
 10. Prepare and recommend updates and amendments to the Parks & Trails Element of the comprehensive Plan and other planning projects and objectives as assigned.
 11. Prepare the preparation of feasibility or special studies, write reports and compile related information.
 12. Seek, prepare, and submit grant applications to other agencies for funding of projects, monitors local, Federal and State funded projects for compliance with the grant agreements. Oversees interagency agreements and/or grants with other entities for programs.
 13. Coordinate, present, and attend meetings with City Council, Community Activities Commission (CAC) Newcastle Trails, and other agencies.
 14. Review and assist in the coordination of volunteer projects for parks & trails such as Eagle Scout projects.
 15. Assist the Director in the development and implementation of department goals, objectives and long-range plans.
 16. Maintain regular reliable and punctual attendance; work evening and/or weekend hours as assigned and travel as required.
 17. Perform other duties as required or assigned.

WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is required to: stand or walk; use hands to handle or operative objects, tools, or controls; and reach with hands and arms. The employee is also required to sit, climb or balance; stoop, kneel, crouch, or crawl; hear sounds and voices; and detect scent or odor.

The employee must occasionally be physically capable of moving about on construction work sites and under adverse field conditions and have the ability to lift and/or move up to 25 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet to moderate, but noise levels may increase significantly at job sites due to construction machinery and activities.

KNOWLEDGE and SKILLS (Entry Requirements)

Knowledge of:

- Principles and practices of parks and trails facility planning, design, and construction;
- Principles, practices, and methods of public works, and basic engineering;
- Design, construction practices, and materials associated with public works, parks, and trails capital improvement projects;
- Grant application and administration;
- Project management techniques, including contract administration, enforcement and evaluation;
- Municipal government operations, city organizations, operations, policies and objectives;
- Federal, State, and local regulations, policies, and procedures related to public works and parks capital improvement projects;
- City regulations and ordinances related to land use planning;
- Preparing and maintaining records and files, including project/program records and accounting; and
- Public participation techniques as applied to private development projects and public improvement projects.

Skill in:

- Manage multiple tasks and projects at the same time;
- Work independently, with the public, and consultants;
- Exercise substantial independent judgement
- Work with a variety of government, business and community groups and organizations;
- Read, interpret, and review engineering plans, specifications, and estimates;
- Work outdoors when required;

- Operate a variety of computer software applications, including; e-mail, word processing, spreadsheets, and asset management. Computer aided design (AutoCAD), and GIS (ArcPro) software (are desired but not required);
- Display initiative to resolve problems and capitalize on opportunities;
- Meeting schedules, time lines and commitments;
- Communicate effectively and professionally, both verbally and in writing;
- Interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with City staff and other organizations;
- Analyze situations accurately and adopt an effective course of action;
- Work constructively in a team environment; establish and maintain effective working relationships with coworkers and the public; and
- Manage a variety of public works and parks projects, including oversight of project scope, schedule and budget, with minimal supervision.

MINIMUM QUALIFICATIONS

Any combination of education and experience; equivalent to two (2) years of college or vocational courses, in landscape architecture, architecture, urban or regional planning, construction management, civil engineering or related field and two (2) years of applicable experience in local government or private consulting.

Special Requirements:

- Must pass a background check and have a driving record that meets City standards and possess a valid Washington State driver’s license at time of hire and throughout employment
- May be required to attend evening meetings
- May be assigned to support critical City priorities during disasters or other emergencies

Vaccination:

All new hires to the City will be required as a condition of employment to be fully vaccinated for COVID-19 prior to start date. If you need an accommodation for this requirement due to a medical or qualified religious reason, or you have questions please contact Human Resources.

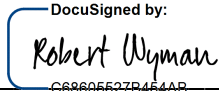
LEGAL and REGULATORY EMPLOYMENT CONDITIONS

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

Appointment and Removal Authority: The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

Abide by Personnel Policies: Upon acceptance of employment, the employee will be provided with a copy of the City’s *Personnel Policies*, will be asked to acknowledge receipt of same in writing, and be required to abide by those policies, as printed at that time or thereafter amended, during employment with the City.

Approvals:

City Manager 

Date 9/17/2021