

**“This document is available in alternate format upon request.”**

## **PARK PLANNER SERIES**

### **PREAMBLE**

This series is restricted to professional positions involved primarily with the planning process for provincial parks and outdoor recreation areas. Entry into this series is restricted to persons possessing an under-graduate or post-graduate degree in a natural resource science or closely related planning field or certification by a professional association in the area of work to be performed (e.g. Association of Landscape Architects, Town Planning Institute of Canada, etc.).

Level 1 is used as the working level for Park Planners with previous acceptable experience. Planners hired with no experience may be hired in the Planning Assistant series until they possess the necessary experience and/or educational qualifications to progress to the Park Planner 1 level.

### **NOTE**

The Park Planner 1 level differs from Planning Assistant 2 in that positions at the Park Planner 1 level require incumbents to act independently to justify and/or clarify planning proposals to government agencies, the general public, etc., to prepare preliminary project cost estimates and to comment on development proposals of other government agencies or private firms.

## **PARK PLANNER 1**

### **GENERAL**

This is the working level which entails responsible professional park planning work requiring a good knowledge of the recreation planning activity in which the incumbent is engaged. The duties require field and office work in evaluating, appraising, co-ordinating, planning and designing areas for outdoor recreation use in Manitoba.

Normally, assignments are received from a more senior planner who provides the planning objectives and constraints and the incumbent is expected to complete the assignments independently referring only policy issues to the supervisor. Assignments and projects usually involve inter-departmental communication, public contact at public meetings where the incumbent is expected to justify and/or clarify planning proposals, the preparation of preliminary cost estimates and/or analysis and comment on proposed private and government developments. Supervision of technical planning assistants and draftspersons may be required from time to time.

This level normally includes junior planners, special project planners, extension planners or planners assigned a specific planning component on a provincial basis such as for canoe routes, planning access points, etc.

### **TYPICAL DUTIES**

Conducts resource analysis and inventories of given sites or areas for use in determining development possibilities.

Initiates, prepares and/or conducts surveys and prepares analytical reports.

Prepares designs, development plans, recreational layouts including the preparation of preliminary cost estimates and/or analyses.

Liaises with other branches or departments to obtain planning inputs.

Attends municipal or public meetings either on own or as part of a planning team in order to clarify and/or justify planning proposals.

Reviews and comments on development proposals of other government or private agencies to ensure consistency with recreation planning objectives.

Develops planning studies, including master planning inputs; drafts preliminary reports, prepares conceptual plans.

Supervises planning assistants, draftspersons and students as required.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Working knowledge of principles and practices of professional planning associated with particular field of work including knowledge of park policy and regulations and associated policies and regulations (i.e. forestry, wildlife, fisheries, etc.) and knowledge of development, construction and operations of all phases of park work.

Ability to perform specific planning study tasks and prepare reports and plans thereon under supervision and to work and communicate well with other people.

### **Education, Training and Experience**

Degree in Resource Management, Landscape Architecture, Geography, Forestry or other closely related field plus two years of related experience or a post-graduate degree in some area of planning and one year's related experience.

## **OR**

Two years of planning experience and membership in the appropriate professional association.

### **Physical Standards**

Physically capable of performing the duties assigned.

## **PARK PLANNER 2**

### **GENERAL**

Positions at this level entail province-wide responsibility for park planning duties where the incumbent is expected to initiate, guide and co-ordinate the efforts of diverse planning inputs into the completion of comprehensive Master Planning documents for specified provincial parks. This usually involves the supervision of Master Plan study teams, the preparation and control of project budgets and the presentation of plans at public meetings. Incumbents are expected to initiate and implement Master Planning procedures and objectives.

Also included at this level are planners having regional responsibility for the initiation, co-ordination and implementation of Master Plans, and site plans for the elementary and intermediate classifications of recreation areas. This normally involves the supervision of professional or technical staff, knowledge of regional land use potentials, the preparation of reports, plans, budget estimates, designs dealing with the zoning, use and development of lands for recreation use.

Also included are positions of Landscape Architects who on a project basis prepare detailed site plans and designs for recreation areas consisting of detailed drawings, grading, drainage and planting plans. Incumbents are expected to work closely with construction personnel to ensure proper interpretation and implementation of approved designs, and to prepare feasibility and progress reports and recommendations.

### **TYPICAL DUTIES**

Supervises and co-ordinates the efforts of a multi-disciplined Master Plan study team for proposed/existing provincial parks.

Plans, develops and organizes work programs and studies, selecting appropriate research methods and techniques.

Examines proposed parks sites and prepares detailed studies of the physical features of the site and the probable effects of development on the surrounding area.

Presents, justifies/clarifies plans at public meetings.

Prepares, on a regional basis, plans, reports and recommendations for the development of lands for recreational use.

Comments on other public or private development schemes within specific geographical boundaries, e.g. hydro rights-of-way.

Finalizes planning proposals for recreation and day-use areas.

Prepares detailed landscape designs of outdoor recreation developments including drawings, grading, drainage and planting plans, project cost estimates, etc., to ensure optimum consideration of environmental, functional, aesthetic, economy of construction and maintenance factors.

Advises regional and construction personnel regarding design proposals to ensure proper interpretation and implementation is carried out.

May supervise professional and/or technical subordinate staff.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

In-depth knowledge of principles and practices of professional planning associated with particular field work.

Sound knowledge of modern planning methods.

Ability to manage staff and resources by organizing, planning, leading and controlling of subordinates.

Ability to communicate well, to present a good public image and to maintain co-operative relationships with the public and other government employees.

### **Education, Training and Experience**

Degree in Landscape Architecture, Resource Planning or Management, Geography, Forestry or some related field plus three years' progressively responsible and related professional and supervisory experience.

## **OR**

A post-graduate degree in Resource Planning or Landscape Architecture or a closely related field and two years of progressively responsible and related professional and supervisory experience in recreation planning or landscape architecture.

N.B. Membership/Certification by a professional association may be considered equivalent to a university degree.

### **Physical Standards**

Must be physically capable of performing the duties assigned.

## **PARK PLANNER 3**

### **GENERAL**

Positions allocated to this level are for park planning personnel having the major responsibility for the establishment and continual review of long-range outdoor recreation goals and objectives. The incumbent is expected to create multi-faceted plans designed to produce a systematic approach to park planning, acquisition and development by developing guidelines, planning criteria, planning methods, etc.

Also included at this level is the position having province-wide responsibility for the department's site design program. The incumbent is expected to review and finalize design proposals, to co-ordinate and assign projects to subordinate professional and technical staff, to review and recommend on proposals prepared by consultants, to prepare project budget estimates and to monitor and control expenditures.

### **TYPICAL DUTIES**

Develops and co-ordinates study proposals for resource studies to identify areas of importance for outdoor recreation.

Prepares studies and proposals dealing with intensive and extensive recreation proposals for designated Crown Lands.

Formulates long-range policy goals and objectives to provide the theoretical framework for future planning, acquisition development and operation of outdoor recreation areas.

Liaises with other government agencies and internal branches to gather and exchange information on priorities, philosophies, etc.

Reviews regional planning proposals and advises and interprets to regional staff their relationship to long-range parks objectives.

Develops planning guidelines, criteria, methods and technique for use in planning documents.

### **OR**

Reviews and finalizes design proposals.

May assign, train and supervise professional and technical staff.

Prepares prospectus for specific plans and studies, develops terms of reference for consultants.

Reviews and recommends on acceptance or rejection of consultants' proposals.

Prepares project budget estimates and monitors and controls their expenditure.

Advises and assists municipal and civil councils and planning commissions in the development of local parks as required.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of policies, laws, rules and regulations concerning all aspects of natural resources and resource management.

Knowledge of outdoor recreation uses and park land conditions throughout the province.

Ability to prepare comprehensive reports, plans and/or designs.

Ability to speak well publicly and to communicate well with others.

### **Education, Training and Experience**

Degree in Forestry, Landscape Architecture, Resource Management, Geography, Planning or related field and four years' progressively responsible experience in the area of Recreation Planning, or Landscape Architecture or a closely related field.

### **OR**

A post-graduate degree in any of the above fields but with preference to planning and outdoor recreation plus three years of responsible experience in recreation planning or landscape architecture.

N.B. Membership/Certification in a professional association may be considered equivalent to a university degree.



**Physical Standards**

Physically capable of performing the duties assigned.

## **PARK PLANNER 4**

### **GENERAL**

This level is assigned to the senior park planning position in the department where the incumbent acts as both program administrator and planning specialist. Normally, duties involve the direction and guidance of professional, technical and clerical staff in the accomplishment of planning objectives, the formulation of planning policy, the preparation of section budget estimates and the development and modification of working priorities for systems, master and site planning projects. The person is also responsible for the interpretation of policy to department staff as well as other government agencies and to the general public.

### **TYPICAL DUTIES**

Directs professional and technical staff in the preparation of park systems plans, regional plans, master plans, site plans, the design of recreational facilities and other special projects.

Co-ordinates and ensures the preparation of background material and detailed reports concerning the inclusion of potential recreation lands within the park system including the socio-economic and resource implications of department proposals, other government agency proposals regarding non-urban recreation.

Implements a province-wide zoning scheme for existing and proposed park lands and assists in the development of a resource zoning system for recreational use of all Crown Lands in the province.

Prepares final budget estimates for the planning section and ensures the control of expenditures.

Chairs branch planning reviews and participates in other departmental section reviews to ensure continuity and consistency of program direction.

Supervises subordinate staff by assigning and reviewing work, developing and establishing professional standards; recommends career development programs, participates in recruitment and training, recommends merit increases etc.

A member of or advisor to various departmental planning agencies, boards and committees.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

Thorough knowledge of park and outdoor recreation conditions in the province and generally throughout the country.

Thorough knowledge of laws, rules and regulations concerning all aspects of natural resources and the management of these resources.

Working knowledge of development and construction in all phases of park work.

Ability to write comprehensive reports, including master plans and to review reports of others.

Ability to speak publicly as may be necessary on occasion.

Ability to remain removed from technical work and to delegate responsibility and authority for all aspects of outdoor recreation planning.

Ability to manage staff through organizing, planning, leading and controlling subordinates.

### **Education, Training and Experience**

A university degree in Forestry, Recreation Planning, Park Management, Landscape Architecture or other resource fields with a total of seven years of practical experience in recreation planning or studies.

### **OR**

A Master's Degree in one of the above areas with five years' progressively responsible professional and supervisory experience in the park planning field.

N.B. Membership/Certification in a professional organization may be considered equivalent to a university degree.

### **Physical Standards**

Physically capable of performing the duties assigned.