Landscape Architectural Technologist
POSTING 202456

Under the supervision of the Landscape Architect Supervisor, within the Community Services Department, Parks & Open Space Division, 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 design and AutoCAD construction drawings, data collection and analysis, mapping, contract documents, 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 versatile team player with excellent technical skills, who can also work independently when and where needed.

Accountabilities:

- Actively manages minor capital development/replacement projects on time and within budget
- Develops AutoCAD construction drawings, tenders and contracts for capital development from design through to completion
- 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
- Research new materials and policies to assist with Departmental initiatives
- 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 regarding 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
Qualifications:

- Minimum 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 for the creation of design and construction drawings
- Proficiency in Adobe Creative Suite (Illustrator, Photoshop, InDesign) for creating presentation plans, public information material and signage.
- Proficiency in Microsoft Office Suite applications (Word, Excel) for the preparation of contract documents, cost estimates and reports.
- Knowledge of ArcView GIS considered an asset
- 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, tender 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

Location:

This position will need to regularly attend the office for meetings with staff and for site visits related to planning/strategy, development, or construction projects, generally April to November.

This position allows a blend of working onsite and remotely based on the needs of the business, in accordance with the Town’s Work from Home Policy, and as subject to change.

Compensation:

The salary for this position (35 hours per week) is $68,380 - $81,405 per annum).

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., July 16, 2024. Please quote posting 202456 on your cover letter.

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 Director of Human Resources.

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