

## Town of Wasaga Beach JOB DESCRIPTION



<b>Position:</b> Landscape Architect	<b>Value Group:</b> 8
<b>Department:</b> Infrastructure Services	<b>Effective Date:</b> November 20, 2023
<b>Division:</b> Parks	<b>Revision Date:</b> October 20, 2025
<b>Reports To:</b> Manager, Parks	<b>Hours of Work:</b> 35 Hours / Week

### POSITIONS RESPONSIBLE FOR:

None

### JOB PURPOSE:

Reporting to the Manager of Parks, the Landscape Architect will provide a diverse range of landscape architectural services to all internal departments ensuring appropriate consultation and delivery of parks and landscape planning initiatives, development, and Capital projects.

Landscape Architect is responsible for undertaking technical review of planning applications, development proposals and capital projects from landscape architecture, urban design and development coordination perspectives, and providing professional assessments and recommendations, having regard for municipal, provincial and federal regulations, policies, guidelines and standards.

Works on a wide variety of projects, such as new park development, existing park redevelopment, streetscape reconstruction, urban design, waterfront development, sports field development, playground and spray pad design, recreational trails, interpretive panels, and other graphic design and unique assignments.

TASKS:	% of Time
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#### 1. Capital

- The Landscape Architect supports the capital construction program by providing services in project management, landscape architecture planning, capital budgeting and estimating, design, technical detailing, site inspection, construction administration when required, preparation of reports and graphics, representing the department on various committees, researching, developing methodologies, and completing specialized assignments.
- Researches and writes terms of reference to engage the services of consultants, co-ordinates the Request for Proposal (RFP) process, reviews and evaluates proposal submissions, participates in selection interviews, recommends selection of consultants, administers contracts, approves all payment requests and tracks expenditures versus budget.

**35%**

<ul style="list-style-type: none"> <li>• Design and assists with planning outdoor spaces, parks, and municipal landscapes to enhance community aesthetics and functionality.</li> <li>• Manage project budgets, timelines, and resources effectively to ensure successful implementation of landscape projects.</li> <li>• Collaborate with community members and solicit input for public projects, ensuring inclusive and culturally sensitive design approaches.</li> <li>• Reviews projects and liaises with other parks, recreation and facilities staff to determine needs, standards, and priorities for the planning and design of projects, including the review and updates to the Parks Capital Works Forecast.</li> </ul>	
<p><b>2. Development</b></p> <ul style="list-style-type: none"> <li>• Undertake technical review of planning applications, development proposals and capital projects from a landscape architecture, urban design and development coordination perspectives</li> <li>• Collaborate with municipal staff, including planners, and other stakeholders to integrate landscape elements into overall urban development projects.</li> <li>• Provide design input for facility fits, conceptual design, and through detailed design, as it relates to development proposals and plan review for parks planning and development.</li> <li>• Coordinate application review with Public Works and/or Parks Operations.</li> <li>• Conduct site inspections of completed projects from a landscaping perspective.</li> <li>• Provide and assist external consultants, contractors, developers and internal departments with technical questions or interpretations regarding parks and open space standards.</li> </ul>	<b>35%</b>
<p><b>3. Other</b></p> <ul style="list-style-type: none"> <li>• Play a leading role in the formulation of new policies, and amendments to existing policies, as they relate to landscape architectural components.</li> <li>• Prepares conceptual designs, master plans, parks and trails studies and standards for parks, open spaces and amenities in consultation with internal stakeholders and community groups.</li> <li>• Facilitating the development of landscape architectural designs and standards, including details, policies, and reports.</li> <li>• Conduct site assessments to analyze environmental conditions and propose sustainable landscape solutions.</li> <li>• Provide expertise on green infrastructure, biodiversity, and sustainable practices for urban landscaping.</li> <li>• Conduct research and provide policy recommendations on landscape architecture and urban design best practices, policies, regulations, guidelines and standards.</li> <li>• Research and develop programs to assess and monitor the Corporation's progress in implementing the Parks &amp; Trails Master Plan, 10 Year Capital Works Forecast and Parks Renewal Plan, including recommendations for amendments.</li> <li>• Makes presentations to Committees of Council, the general public, municipal committees, and other government agencies. Coordinates and guides volunteer citizen</li> </ul>	<b>30%</b>

meetings.

- Designs and produces graphic materials, such as, presentation plans, sketches, brochures, trail maps, flyers, logos, interpretive panels, and signs for public use.
- Attend and facilitate various public consultations, committee meetings, public meetings and working groups, occasionally outside of normal working hours.
- Perform other related duties as assigned.

#### **QUALIFICATIONS / EDUCATION:**

- Bachelor degree in Landscape Architecture or Ontario Association of Landscape Architects approved education equivalent, and eligible for Full Membership with Seal in the Ontario Association of Landscape Architects (OALA);
- Proven experience as a landscape architect in a municipal setting or consultant/design setting;
- Experience in urban design is considered an asset;
- Working knowledge of current practices in parks, urban forestry, horticulture, ecological restoration and landscape construction, including sustainable environmental design, use of native plants, innovative materials, storm water management and sensitive integration of built facilities with landscapes;
- Ability to prepare landscape plans, presentation graphics, written reports and cost estimates;
- Experience in the use of computer applications relevant to a landscape architectural environment such as Microsoft Office, CAD, databases, mapping, presentation graphics, etc.;
- Excellent verbal communication and presentation skills, with an ability to communicate effectively and professionally at all levels of the organization and with a broad range of stakeholders;
- Project management skills, including the ability to manage multiple projects simultaneously;
- Passion for creating resilient, accessible, and aesthetically pleasing public spaces;
- Knowledge of arboriculture practices is an asset;
- Possession of a valid Class 'G' Driver's License, with access to a personal vehicle for site visits, and acceptable drivers' abstract and criminal records check in good standing;
- Ability to work with and contribute positively to a service oriented team.

#### **PROFESSIONAL DESIGNATION:**

- Ontario Association of Landscape Architects (OALA)

#### **EXPERIENCE:**

5 years previous related job experience, 2 years on the job. Minimum 7 years total relevant experience

## PHYSICAL DEMANDS AND WORKING CONDITIONS

**Physical Effort:** The physical demands outlined here reflect those necessary for an employee to effectively carry out the essential duties of this position. The organization is committed to providing reasonable accommodations to support individuals with disabilities in performing these essential functions.

**Physical Demands:** This position demands a combination of sedentary and active work. While much of the work is performed at a desk or in meetings, the role also includes fieldwork that may involve walking, bending, and standing outdoors in various weather conditions. The ability to navigate construction sites and parkland is essential.

**Normal Hours of Work:** Normal hours of work will be thirty-five (35) hours per week. Flexibility in scheduling is necessary. Participation in standby assignments, particularly during winter, is expected.

**Physical Environment:** Work is conducted in both office and outdoor environments. The office setting is climate-controlled and ergonomically equipped. Outdoor work may expose the employee to varying weather conditions, construction sites, and natural park environments, requiring appropriate safety precautions.

**Sensory Attention:** High levels of sensory attention are required for tasks involving detailed design work, reviewing technical drawings, preparing reports, and conducting site assessments. Visual concentration is essential for interpreting plans and creating graphic materials, while auditory attention is needed during meetings and public consultations.

**Stress:** The role can involve moderate to high levels of stress due to tight deadlines, coordination with multiple departments, public engagement responsibilities, and the need to balance competing priorities. Managing capital projects, responding to development proposals, and ensuring compliance with regulations can also contribute to stress levels.

## ACKNOWLEDGEMENT OF RECEIPT:

\_\_\_\_\_  
Employee (please print name & sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR/Manager (please print name & sign)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head (please print name & sign)

\_\_\_\_\_  
Date