

**Our team is highly skilled, passionate about our community, and we care. Let's grow together.**

## **Landscape Architect**

### **What You Will Get To Do**

The successful candidate will have a positive impact on our corporate culture by demonstrating the Town's CARE core values (Collaborative, Accountable, Respectful, Engaged) through daily interactions with individuals at all levels of the organization, external contacts, and elected officials.

By effectively building positive rapport and relationships both internally and externally, the successful candidate will help us achieve our mission that together we deliver services that make a difference in our community.

Reporting to and under the direction of the Supervisor of Parks Development, the Landscape Architect is responsible for:

- preparing and reviewing park/landscape designs, drawings, cost estimates, project budgets and tender documents for park, and trail development/redevelopment projects;
- providing direction and oversight to multi-disciplinary consulting teams and contractors in all phases of park and trail development projects;
- manage projects, including developing and monitoring detailed project schedules from concept through completion;
- responsible for reviewing current construction materials and methods and adopting, as necessary, best practices and standards;
- scheduling and liaising with Town Departments and external agencies;
- preparing presentation materials for reports and public engagement sessions;
- coordinating public engagement sessions for park and trail development projects;
- preparing various reports for Senior Leadership;
- conducting research and analysis on parks design and construction;
- prepare and review all required technical analysis and documentation for construction related projects;
- responding to public inquiries;
- supporting the Parks Planning and Development Section; and,
- other duties as assigned.

Examples of parks projects include the [Whitby Sports Complex Park](#), [the Corbett Creek Waterfront Trail, Bridge and Boardwalk](#), [D'Hillier Park Improvements](#), [Lynde Creek Park](#) and [Des Newman WhitBEE Park](#).

### **Who You Are**

Our Community Services team is looking for an enthusiastic, solutions-oriented team player who thrives on continuous learning and professional development. You are self-motivated, self-starting and utilize a proactive approach to work. You value partnerships. Your excellent communication and interpersonal skills coupled with your experience enables you to skilfully build, establish and maintain positive working relationships with an emphasis on customer service. You have the ability to exercise sound judgement, you demonstrate tact, diplomacy and sound discretion when working with a broad range of partners.

Your excellent prioritization and time management skills enable you to work under pressure to meet deadlines. You bring to the team your strong reasoning, analytical, numerical, research and presentation skills. You solve problems by identifying, gathering and processing relevant information. You demonstrate adeptness in negotiation and approach situations with the goal to improve communication, diffuse tension and resolve problems.

To you, being at work is a mindset and not a location. You can switch seamlessly across modes of work and cultural norms of working in different environments. You know you best, including the tasks you do better when working virtually versus on-site. You believe that the cornerstone of successful working relationships is trust and understand how this positively impacts productivity and performance. You have a high degree of accountability, readily adapt to disruption, like to learn to skills, and explore new ways to connect and collaborate in the digital world.

### **What You Bring To Our Team**

As the successful applicant, you will possess:

- A post secondary degree in Landscape Architecture from a recognized institution;
- A minimum of four (4) years of related progressive experience in park landscape architectural design; construction project management and administration role with extensive project development and management experience.
- A fully registered member with certificate and seal from the Ontario Association of Landscape Architects or ability to obtain;
- Knowledge of the development review process will be considered an asset;
- experience in preparing, specifications, technical reports, tenders, quotations, requests for proposals (RFP's) and correspondence;
- demonstrated knowledge in construction legislation including the Construction Lien Act, and Canadian Construction Documents Committee (CCDC) contracts;
- Demonstrated proficiency using AutoCAD and MS Office (Outlook, Word, Excel) and project management software;
- proven leadership, negotiation, organizational, analytical, problem solving, and decision-making skills;
- extensive project coordination, scheduling and time management skills;
- Excellent communication and presentation skills (both verbal and written), with an ability to communicate effectively and professionally at all levels of the organization and with a broad range of stakeholders with an emphasis on customer service;
- a PMP (Project Management Professional) certification would be an asset;
- Ability to work both independently and as part of a team.
- Ability and willingness to attend public meetings outside normal working hours; and,
- A valid unrestricted Driver's Licence (minimum Class "G") maintained in good standing with access to a personal vehicle.

### **What We Offer You**

- Salary: \$42.66 - \$53.38 per hour (Band B)
- Benefits and retirement plan offered in accordance to Corporate programs and/or the applicable Collective Agreement

- A hybrid work environment and flexible work arrangements where employees are empowered to do their best work in the way that works for them. This is designated as a Remote Hybrid role. Remote Hybrid recognizes that up to 60% of job functions associated with the role can be done virtually, from a remote office. Further details on these programs will be discussed through the selection process.

### **We are an Equal Opportunity Employer**

At the Town of Whitby, our values guide everything that we do. We celebrate our differences, which is why we are committed to building an inclusive and barrier-free environment for our team. If you need a specific accommodation during the recruitment process, please let us know, and we will be happy to provide. Any information received relating to accommodation will be addressed confidentially.

Acknowledgement will only be forwarded to those applicants who are invited for an interview.

Personal information provided is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act.

**Posting Date:** Tuesday, October 15, 2024

**Union Affiliation:** CUPE Full-Time

**Hours:** Current shift schedule: Monday to Friday, 8:30 a.m. – 4:30 p.m., thirty-five (35) hours per week.

Hours of work may be subject to change, shifts may be scheduled between the hours of 6:00 a.m. and 9:00 p.m., Monday to Saturday.

**# of Vacancies:** 2

**Intended Work Location:** Iroquois Park Sports Centre

**Hybrid Work Model:** Remote Hybrid

**Application Deadline:** Tuesday, November 5, 2024

**Application Instructions:** Candidates can apply by submitting their application via this online application tool. <https://careers.whitby.ca/Job/Details/97df8364-2423-41a8-a441-b20a014e125f>