

## EMPLOYMENT OPPORTUNITY

# Parks Planner

Permanent Full-Time | External  
Parks Services  
Competition No.: 2025-1002



[www.rdn.bc.ca](http://www.rdn.bc.ca)



[rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca)

### SKILLS & ABILITIES

- Ability to organize and conduct park planning and consultation processes, including considerable knowledge of site planning, landscape design and community planning principles.
- Ability to direct staff, volunteers, contractors and consultants.
- Knowledge of GIS applications including the ability to access and use digital mapping data.
- Strong verbal and written communication skills.

### APPLICATION DETAILS

To apply for this position, send your cover letter and resume to [rdncareers@rdn.bc.ca](mailto:rdncareers@rdn.bc.ca), clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2025-1002 in the subject line of your email to ensure proper processing.**

***Applications will be accepted until:  
4:00 pm, on January 30, 2025.***

*Date Posted: January 16, 2025*

*A Criminal Record Check including a Vulnerable Sector Check is a condition of employment with the Regional District of Nanaimo.*



### ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Parks Planner with the Parks Services department, based in Parksville, BC.

The Parks Planner contributes to the effective operation of the Regional District's community and regional park system through creating and implementing park management plans, conducting site assessments, engaging with stakeholders, and preparing budgets and specifications. The role involves reviewing development proposals, managing parkland inventories, and setting design standards. The Parks Planner collaborates with community groups, government agencies, and internal teams, while also facilitating public consultations and promoting park-related initiatives.

### QUALIFICATIONS

Undergraduate degree in landscape architecture, land use planning, parks management or related field, plus five years' prior job-related experience in park planning, development and management. An equivalent combination of training and experience may be considered. Possession of a Class 5 Driver's License is required, along with current First Aid and CPR Certification. Please see job description on page 2 for a full list of job qualifications.

### POSITION DETAILS

This is a permanent full-time (35 hours per week) Union position. The (2024) rate of pay is \$43.90 to \$46.21. The position offers an attractive benefits package as provided within the collective agreement between the Regional District of Nanaimo and the Canadian Union of Public Employees, Local 401.

*We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted*

**Parks Planner**  
**Recreation and Parks Services**  
Pay Band 15

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**Job Summary**

The Parks Planner contributes to the effective operation of the Regional District's community and regional park system through parks and open space planning, design, project development, inventory, and assessment. This position provides support to the Recreation and Parks team in meeting departmental goals and objectives.

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**Primary Duties and Responsibilities**

- Performs all aspects of parks planning including research, community consultation, landscape design, concept plans, management plans and general park planning.
- Undertakes the development and design of parks and open spaces including site assessment, use studies, research, and liaison with stakeholders. Prepares concept and detailed designs for specific park developments; prepares work plans, specifications, and preliminary cost estimates.
- Prepares parks management plans and management statements. Assists in large planning processes including preparation of terms of reference, tender documents, consultant selection and supervision, liaison with project committees and consultant.
- Oversees assigned park planning and landscape design projects; and co-ordinates the preparation of related studies, plans, and reports. Prepares and monitors operation or capital budgets related to these projects.
- Provides recommendations to the Manager of Parks Services and planning staff regarding parkland acquisition and dedications. Reviews subdivision applications and development proposals provision and use of parkland in area. Assesses properties to ensure conformity with open space/park planning objectives and design standards; identifies physical planning and development issues. Obtains and monitors various licences, leases and other tenure documents related to parkland.
- Collects, maintains and distributes an inventory of all park property including land, equipment, fixtures and sites. Coordinates information with mapping and planning departments.
- Prepares, updates and maintains park design standards; oversees the use of standards in various development projects; communicates and relays information regarding standards to park operations staff, volunteer groups, planning department and developers.
- Organizes and attends community organization and Electoral Area Park Advisory Committee meetings to provide information, liaison and support regarding the District's Parks System.
- Works with a wide range of citizen organizations and individuals in the development of plans for acquisition, development and management of parks and open space in the RDN. Facilitates and conducts public surveys, open houses and public meetings.
- Develops marketing, promotion and educational strategies and materials and coordinates information for distribution. Coordinates park information for local and regional media in collaboration with the Communication Coordinator.
- Performs a variety of administrative tasks related to the respective RDN Parks Functions including assisting with the development, control, and expenditure of function budgets and preparation of reports and information for Parks Committees, and the Regional Board regarding parks issues.
- Liaises with other RDN departments and government and community agencies regarding issues related to the overall operation of the RDN Parks System.
- Responds to public inquiries regarding parks and open space issues in the RDN.
- Reviews, adheres to, and supports the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Performs other related duties, as required.

## Job Qualifications

### Education/Experience

- Undergraduate degree in landscape architecture, land use planning, parks management or related field
- Five years' prior job-related experience in park planning, development and management, or an equivalent combination of training and experience.

### Skills/Abilities

- Possession of valid Class 5 BC Drivers License.
- Maintains current first aid and CPR Certification and has a working knowledge of WHMIS regulations and safe work procedures.
- Ability to organize and conduct park planning and consultation processes, including considerable knowledge of site planning, landscape design and community planning principles.
- Experience in a coordinating role applicable to park planning and development projects.
- Ability to direct staff, volunteers, contractors and consultants.
- Ability to participate effectively in a team setting and to contribute to problem solving.
- Effective written and verbal communication skills.
- Proven ability to plan and achieve goals and work independently under pressure and to deadlines.
- Knowledge of GIS applications including the ability to access and use digital mapping data.
- Proficient in keyboarding, word processing, spreadsheet, and a variety of computer applications.
- Ability to work varied hours as necessary to meeting the requirements of attending public meetings (some evening and weekend work).
- Familiarity with planning documents, map reading and legal descriptions.
- Familiarity with Provincial Ministry Best Management Practices in development of land in relation to parkland

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## Reporting Relationship

Reports to: Superintendent, Parks Planning and Development