

CITY OF SAMMAMISH POSITION DESCRIPTION

POSITION TITLE: Parks Planning Intern
DEPARTMENT: Parks and Recreation
REPORTS TO: Parks Project Manager
FLSA STATUS: Non-exempt
SALARY RANGE: \$15.00 - \$18.00/hour DOE

SUMMARY

Provides support to the Park Planning Division of the Parks and Recreation Department. Applicant will work in a team setting under the supervision of the Parks Project Managers or his or her designee. The ideal candidate will have a broad interest in municipal government and park planning and have experience using AutoCAD 2016 and Adobe CC 2017.

This is a temporary/seasonal full-time position designed to provide hands-on work experience for college students and/or recent college graduates in landscape architecture programs that could lead to a career as a Parks and Recreation professional landscape architect. The position is funded for four-months from the date of hire. Applications will first be reviewed on Monday, April 16, 2018.

To be considered for this job, please apply at:

<https://www.govjobstoday.com/JobAnnouncement.aspx?jid=8051>

For more information on the Parks and Recreation Department, please visit:

<https://www.sammamish.us/parks-recreation/>

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide project support for the planning, design and construction of parks capital development projects.
- Provide drafting support for site plans and details using AutoCAD 2016.
- Provide graphic support using Adobe CC 2017 graphic programs and hand rendering techniques.
- Provide support in the development and review of construction documents and project specifications.
- Provide support in the preparation of a variety of permit and environmental review documents such as Environmental Impact Statements, SEPA checklists and technical reports as required by regulatory agencies.
- Provide project administration support to ensure compliance with construction documents and project specifications.
- Attend staff meetings and other meetings as instructed.
- Prepare written materials to include in reports as needed for assigned tasks.
- Provide quality customer service.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Demonstrated knowledge of the fundamentals of landscape architecture including but not limited to park/facility planning, design and construction.
- Knowledge of AutoCAD 2016, Adobe CC 2017 graphic programs and other imaging software is essential.
- Basic knowledge of ArcGIS software.
- Basic design knowledge of grading and drainage, layout, site details, planting and irrigation.
- Knowledge of parks and natural resource planning, including natural systems and best management practices.
- Knowledge of technical specifications and construction documents.
- Knowledge of Microsoft Word, PowerPoint and Excel.

Skills/Abilities:

- Ability to prepare construction documents; environmental studies; other studies; and, related materials for accuracy, best practices and appropriateness for the development project, and compliance with pertinent laws, rules and regulations.
- Ability to provide construction administration support on project sites.
- Ability to plan, organize and monitor workload and individual tasks according to priorities, established schedules and deadlines.
- Ability to communicate effectively both orally and in writing.
- Ability to establish effective working relationships with City employees, consultants and the general public.
- Ability to handle multiple requests for assistance in an organized manner.
- Ability to work flexible hours including nights and weekends.
- Good vision or corrective lenses.

MINIMUM QUALIFICATIONS

Enrolled in college/university with junior standing or above. Recent graduates (graduated in the last two years) may also be considered for this internship. Prefer course work or pursuit of a degree in landscape architecture or a related field. Must possess and maintain a valid Washington State driver's license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Work involves walking, talking, listening, using hands to handle, feel or operate objects, tools or controls, and reaching with hands and arms. Work may routinely require the employee to climb, balance, bend, stoop, kneel, crouch, and/or crawl. The employee must lift and/or move up to 50 pounds and perform a variety of physical tasks and heavy labor.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Most work is performed in an office environment; however, fieldwork outdoors may be required. Fieldwork may include but is not limited to: exposure to traffic, noise and inclement weather, climbing/hiking through creeks, vegetation and across terrain, crouching, kneeling, walking over rough and uneven surfaces. Extended work days and/or overtime may be required.

SPECIAL REQUIREMENTS

Good driving record and possession of a valid Washington State Driver's license is required. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of Sammamish. Completed City of Sammamish application is required.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview and reference check; job related tests may be required.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee, and is subject to change by the employer as the needs of the City and the requirements of the job change over time.

LOCATION

Sammamish City Hall
801 228th Avenue SE
Sammamish, WA 98075

THE CITY OF SAMMAMISH IS AN EQUAL OPPORTUNITY EMPLOYER