

CITY OF FONTANA PARK DEVELOPMENT COORDINATOR

DEFINITION: The Park Development Coordinator class is distinguished by the use of more advanced skills as well as more complex projects. It requires considerable latitude for independent actions and functions as a staff member.

SUPERVISION RECEIVED AND EXERCISED: Direction is provided by the Director of Public Works and/or the Deputy Public Works Director. The Park Development Coordinator assumes primary staff responsibility for projects with the City of Fontana. This position's role is to communicate, coordinate, and provide development oversight to Park Development, either new and or existing. This critical position insures consistency with the Parks and Recreation Trails Master Plan and General Plan requirements.

EXAMPLES OF DUTIES – Duties may include, but are not limited to, the following:

- Oversee the implementation of the City's Strategic General Plan for Parks, Recreational Trails and Open Space.
- Take the lead researching, coordinating and recommending park and recreation facility development with all City Departments.
- Prepare project environmental documentation on a project by project basis.
- Assist consultants, City departments and other governmental agencies and the public with park capital projects.
- Participate and provide recommendations in review of subdivision proposals with developers and other city departments relating to park dedication.
- Prepare construction plans and specifications, cost estimates, materials, and lists for landscaping irrigation systems, recreation facilities and structures.
- Perform inspection of park construction work and prepares field notes.
- Participate in the development of park construction budgets.
- Prepare and administer park construction and other grant programs.
- May prepare preliminary project sketches.
- May prepare and administer park construction schedules.
- Prepare written reports for commissions and City Council.
- Attend DAB meetings
- Work with Planning and Developers on proposed park projects
- Update the Parks, Trails and Recreation Master Plan as necessary
- Update Park development fees
- Perform related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of landscape architecture and engineering design as applied to park and recreational area development and renovation.

- Methods, materials, and equipment used in park and recreation area and facility construction and maintenance.
- Characteristics of plant materials suitable for park and recreational areas.
- Park and open space concepts and the principles involved in long-range planning and project analysis.

Ability to:

- Estimate costs and prepare plans and budgets.
- Negotiate and coordinate construction projects.
- Communicate clearly and concisely, both orally and in writing.
- Perform technical research and conceive park, playground, and recreational area designs.

EXPERIENCE AND TRAINING GUIDELINES

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three years of experience in the design, construction and coordination of park projects, and grant administration.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in landscape architecture, planning, architecture, planning, architecture, or a closely related field.

License or Certificate: Possession of a valid California driver's license. Registration as a licensed landscape Architect is desirable.