



Landscape Architect/Project Coordinator (Job # 2025-020-IE)

Department:	Community Services/Development Services
Status:	Full Time, Permanent
Date Posted:	January 27, 2025
Date Closing:	February 20, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	37.5 hours per week
Salary:	\$99,212.42 - \$120,707.08
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

As a Landscape Architect, you'll be part of a dedicated team that designs and delivers parks, preserves green spaces, and ensures Stouffville remains a thriving, sustainable town. Your work will directly impact the wellbeing of residents and contribute to the strength of our local ecosystems. In this role, you will collaborate closely with our Development Planning team within the Development Services Commission, ensuring that new developments balance growth with the preservation of parkland and green spaces while creating attractive Landscape and streetscape designs to enhance the image of the Town which residents would take pride in living. As Stouffville intensifies, you'll be at the forefront of delivering innovative solutions that support our vision of creating healthy and complete communities. With a focus on expanding the parkland, protecting valuable green assets, and reviewing key planning and environmental matters, you will have the opportunity to make a lasting impact on the Town's future. If you're passionate about designing spaces that improve quality of life and foster a sustainable, vibrant community, we invite you to be part of Stouffville's ongoing growth and success.

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflects the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

Position Purpose:

Under the direction of the Managers of Park Development and Operations and Development Planning, the Landscape Architect/Project Coordinator will be responsible for representing the departmental interests on development applications, as well as major strategy and planning projects, park and urban design standards (i.e. amenities and streetscape), and realty matters which include surplus declarations, license/easement agreements, capital works and Environmental Assessments, as well as parkland planning studies and other technical studies. This position will require the ability to oversee capital projects (i.e. new park and redevelopments), resolve issues within a fast-paced environment, manage several projects at one time, have a full breadth of knowledge of the planning process and review of Planning Act applications for Parks, Trails, site design and Open Space matters, review technical construction documents, comment on legal agreements, and have excellent public communication skills.

Qualifications and Requirements:

- Graduation from a recognized university in Landscape Architecture with a minimum of five years' experience in park planning, and/or design and development, preferably including related experience in Municipal government.
- Five years' experience in project management and strategic park and open space planning with direct experience in development review in the parks, streetscape, site development and urban design areas, and three years' experience in municipal park design and construction is preferred.
- Full Membership in the Ontario Association of Landscape Architects. Full membership (with seal) is required.
- Project Management Professional (PMP) designation is required.
- Membership with the Canadian Institute of Planners (MCIP) and/or the Ontario Professional Planners Institute (O.P.P.I.) is preferred but not mandatory.
- Significant Understanding of municipal park, cemetery and open space planning and development practices
- Understanding of trade knowledge and practices and related legislative requirements of the Planning Act, Municipal Act, Bill 23, and other legislation having jurisdiction as they relate to public health, safety, park design and accessibility.
- Demonstrated knowledge and experience of municipal land development processes including subdivision, rezoning and site plan applications as well as servicing and development agreements.
- Strong knowledge of working with multi-disciplinary Consultant Teams and the administration of construction contracts.
- Strong problem-solving skills and the ability to bring forward creative results both throughout the review of complex development applications and during site inspections is required.
- Ability to review, comment and implement corrective measures regarding consultant work to ensure correctness and compliance with established Town standards.
- Ability to complete multiple projects within prescribed deadlines and be accountable for results.
- The ability to work effectively in a team environment, with other professionals, consultants, local authorities, higher order government agencies, contractors and the general public.
- Working knowledge of AutoCAD for the creation of design drawings and plans
- Basic ability in Adobe Creative Suite (Photoshop, Illustrator, InDesign) or equivalent graphic design software for creating presentation plans, public information material and signage.
- Demonstrated quantity surveying and cost estimating experience.
- Excellent communication (written and verbal), research, report writing and graphic communication skills.
- Must be pro-active, self-directed and highly organized.
- Proven problem-solving and project management skills.
- Strong Conflict management and negotiation skills.
- High-level of professionalism and confidentiality
- Ability to work independently and to demonstrate a high degree of initiative.
- Ability to prioritize workload, meet deadlines, be accurate and detail-oriented, and readily adapt to disruptions.
- Valid driver's license with access to a vehicle is required.
- May be required to work flexible hours including evenings and weekends.

How to apply:

Please forward your resume in confidence by **February 20, 2025, at 4:00 p.m.**, identifying **Job # 2025-020-IE** in the subject line to hr@townofws.ca.

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.