

LANDSCAPE ARCHITECT

JOB DESCRIPTION

Classification Responsibilities: Under general supervision, performs responsible administrative and advanced professional landscape architectural work; and performs related duties as required.

Distinguishing Features: Employees in this class perform the full-range of professional landscape architecture tasks. In addition, a Landscape Architect directs and reviews the work performed by lower-level professional and paraprofessional engineers, technicians, inspectors, surveyors, etc. Assignments are broad in scope and require the use of independent judgment and initiative. The Landscape Architect is responsible for designing and managing projects in the City's Capital Improvement Program (CIP) throughout the entire life of the project. Specifically, this class directs and coordinates landscape design and construction of municipal projects including parks, recreation, and cultural development programs, streetscapes, multi-use paths, and other City site developments. Work involves planning and developing landscape and irrigation designs, preparing design criteria and budget estimates, and ensuring consultant compliance with contract requirements. Assignments are broad in scope with considerable latitude and independence allowed in formulating work procedures and developing plans, and making technical decisions of considerable difficulty.

The Landscape Architect's duties as project manager are comprehensive including responsibilities for such tasks as preparing design and bid documents, securing necessary permits and approvals, preparing cost estimates, tracking budgets, coordinating with other City departments, performing quality control and assurance, coordinating reviews by other City departments and outside agencies, communicating with the general public and elected officials, preparing reports and calculations, mentoring other staff, overseeing the bidding and Council award processes, and reviewing shop drawings. During the construction phase of a project, the Landscape Architect is responsible for ensuring that the project is completed in accordance with the approved plans and specifications. Acts as the City's representative for the project performing tasks such as ensuring and verifying compliance with the bid documents, ensuring compliance with the obtained permits and approvals, coordinating with outside agencies, performing construction inspections, verifying quantities, reviewing pay applications, and negotiating change orders. The incumbent may supervise an Engineering Designer, as well as, a design team consisting of one or more technical personnel. Work is performed under the general supervision of a Supervising Engineer who reviews work through conferences, reports, inspections, and results achieved. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Landscape Architecture or related field. Considerable (3 - 5 years) landscape architecture experience. Registration as a professional Landscape Architect.

Special Requirements. Registration as a professional Landscape Architect in the state of Arizona is required within six months of hire. Must possess a valid Class D Arizona Driver's License by hire or promotion date.

Substance Abuse Testing. None

Preferred/Desirable Qualifications. Knowledge of and/or experience with Federal Highway Administration (FHWA) grant administration, current urban forestry practices, multi-use path planning and development, streetscapes, municipal park planning and design, and six months of supervisory experience preferred.

ESSENTIAL FUNCTIONS

Communications: Communicates with the general public; other City, state, and federal employees; vendors; management; contractors; and public officials in order to perform assigned work. Instructs and trains subordinates, contractors, and the general public in a classroom setting regarding landscape architecture. Prepares letters, memos, specifications, and reports with clearly organized thoughts and using proper sentence structure, punctuation, and grammar to communicate complex technical and controversial issues.

Manual/Physical: Reviews the work product of others to ensure compliance with standard operating procedures; federal regulations, such as the U.S. Fish and Wildlife Service (USFWS), the Corps of Engineers, the Department of Transportation (DOT), the Environmental Protection Agency (EPA), and the Soil Conservation Services (SCS); state regulations, such as the Arizona Department of Transportation (ADOT), the Arizona Department of Environmental Quality (ADEQ), the Arizona Department of Water Resources (ADWR), Arizona Pollutant Discharge Elimination System (AZPDES), and the Fish and Game Department; and county and City regulations. Inspects, monitors, and evaluates work-related information, equipment, material, and standards to determine compliance with prescribed regulations and guidelines. Operates a City vehicle requiring a standard Class D Arizona Driver's License to travel to and from job sites. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC) in order to prepare reports, drawings, evaluate data, and perform calculations. Prepares and updates maps, project schedules, progress reports, and other related information. Prepares and bundles plans and specifications for distribution and/or mailing to other agencies, City departments, and consultants.

Mental: Plans, organizes, and directs project design, landscape plan review, and development of landscape architecture standards. Supervises and evaluates the work of subordinate personnel including Computer Aided Design (CAD), design calculations, utility coordination, and project coordination. Prioritizes own work and prioritizes and assigns work to personnel. Resolves procedural, operational, and other work-related problems by discussing the problem and evaluating alternatives with involved parties. Coordinates work activities and program functions with other City, state, and federal departments and agencies. Develops policies and procedures, and short- and long-term objectives regarding standards and design concepts. Conducts research and analyzes data on record drawings, operations data, and design and regulation standards pertaining to landscape architecture. Performs mathematical calculations, statistical computations, and financial and cost analysis regarding landscape planning. Assists in preparing the budget and cost estimates for specific projects. Comprehends and makes inferences from written material such as: memos, letters, plans, specifications, and standards to perform duties. Understands and interprets construction plans, schematic drawings, layouts, and other visual aids to perform landscape design, design review, and construction oversight. Estimates labor and material costs from construction plans. Learns job-related material through on-the-job training and in a classroom setting regarding design and construction of a particular project, or new regulations regarding design and construction of a particular project, or new regulations regarding design and construction.

Knowledge and Abilities:

Knowledge of:

public works design, standards, materials, and construction;
the principles and practices observed in the design and layout of parks, multi-use paths, streetscapes, and recreational facilities;
the procedures, equipment, and materials employed in the construction of parks, multi-use paths, streetscapes, and recreational facilities;
modern concepts of urban forestry;
federal, state, and local regulations and codes, and the standards pertaining to the design and construction of projects assigned;
symbols and terminology used in landscape drawings; and
construction materials, methods, inspection techniques, and survey principles.

Ability to:

determine, upon receipt of a project, the approach to be taken for completion, including what elements may be assigned to subordinate personnel;
direct the research and compilation of data necessary for the fulfillment of project objectives;
coordinate related work flow, both within the City organization and with outside agencies;
supervise personnel by assigning work, selecting work methods, answering questions, and reviewing and approving design and other work performed by professional and paraprofessional team members for compliance to instructions given, and for conformity to sound landscape architecture principles;
coordinate the design of City projects being designed by consulting engineers;
perform constructability review of various plans;
prepare oral and written reports of a technical nature;
establish and maintain effective working relationships with City officials, other professionals, contractors, coworkers, and the general public;
determine adherence to specifications on a variety of projects and communicate effectively and persuasively with contractors and developers in securing compliance with specifications, plans, and ordinances;
work quickly and accurately under pressure to meet deadlines for project completion;
read and interpret construction drawings;
compute quantities for cost estimates and/or payments to contractors;
review claim and/or time request from contractors for compliance with specifications, and conformance to standards and reasonability of prices and time frames;
negotiate the claims and/or time request from contractor;
conduct pre-construction conferences and other meetings to obtain confirmation on problems;
evaluate new product submittals and plant inspections;
review, upgrade, and establish minimum design and construction standards and specifications for site developments on City-owned properties and rights-of-way, and Parks, Recreation and Community Facilities projects;
work with the Parks, Recreation and Community Facilities staff in the identification, prioritization, development, and preparation of the annual Capital Improvement Program for development projects and plans;
develop park site development designs;
develop landscape, irrigation, and design plans, and final construction documents for City site

development projects and rights-of-way;
review retention basin and parkway designs on subdivision plans for conformance to City specifications and guidelines;
review and approve shop drawings submitted by contractors on parks and other City rights-of-way development projects;
research and provide information and/or direction to the general public and other agencies regarding landscape plants, irrigation products, etc., approved for use in the City rights-of-way;
assist in preparation of grant applications, forms, and reports related to parks acquisition or development, or both;
conduct periodic field investigations;
assess and assign priorities to problems and work assignments when confronted with several pressing demands at one time;
apply fractions, percentages, ratios and proportions, algebra, geometric constructions, and the essentials of trigonometry;
deal effectively with contractors and representatives from other City departments in matters relating to project development;
serve on technical boards, ad hoc committees, and technical subcommittees, and
make presentations to City officials and the general public using clear and well-organized thoughts.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties, not included, does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of this job change.

Revised 7/25

RM/dv

CS#4903.DOCX

EEO-PROF

JOB FCTN-TEC

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE:59

IND

SWORN-N

Non-DOT Random-N

DOT-N **(By Assignment)**

INCREMENTS 65-200