

LANDSCAPE ARCHITECT

JOB DESCRIPTION

Classification Responsibilities: Under general supervision, performs responsible administrative and advanced professional landscape architectural work; 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 less experienced 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, preparing cost estimates, tracking budgets, coordinating with other City departments, coordinating with outside agencies, performing construction inspections, communicating with the public and with elected officials, preparing reports and calculations, mentoring other staff, reviewing shop drawings, 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

Minimum Qualification(s) 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.

Special Requirement(s). Must be registered as a Landscape Architect in the state of Arizona by the end of the probationary period. Must possess a valid Arizona Driver's License by hire date.

Substance Abuse Testing. None.

Preferred/Desirable Qualification(s). 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 regarding landscape design and municipal projects. Instructs and trains subordinates, contractors, and the general public in a classroom setting regarding landscape architecture. Prepares letters, memos, reports, and specifications with clearly organized thoughts and using the proper sentence structure, punctuation, and grammar to clearly 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 equipment, material, and standards to determine compliance with prescribed regulations and guidelines. Operates a City vehicle requiring a standard Driver's License to inspect, monitor, and evaluate landscape work performed as compared to approved landscape designs. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC) in order to prepare reports and 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 functions of project design, landscape plan review, and development of landscape architecture standards. Supervises and evaluates the work of subordinate personnel regarding Computer Aided Design (CAD) calculations and project coordination. Prioritizes own work and prioritizes and assigns work to personnel. Resolves procedural, operational, and other work-related problems by evaluating field conditions and speaking with involved parties. Coordinates work activities and program functions with other City, state, and federal departments and agencies. Develops policies and procedures, short- and long-term objectives regarding standards and design concepts. Conducts research and analyzes data on record drawings, operations data, 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: specifications, plans, standards, letters, and memos. Understands and interprets

construction plans, schematic drawings, layouts, and other visual aids to perform landscape design. Estimates labor and material costs from construction plans. Learns job-related material through on-the-job training and in a classroom setting regarding design of a particular project, or new regulations regarding design of a particular project, or new regulations regarding design.

Knowledge and Abilities:

Knowledge of:

the theories, principles, and practices observed in the design and layout of parks, multi-use paths, street scapes, and recreational facilities;
the procedures, equipment, and materials employed in the construction of parks, multi-use paths, street scapes, and recreational facilities;
modern concepts of urban forestry;
Maricopa Association of Government (MAG) specifications; and
state building codes.

Ability to:

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 Commercial Facilities projects;
work with the Parks, Recreation and Commercial Facilities staff in the identification, prioritization, development, and preparation of the annual Capital Improvement Program for Parks, Recreation and Commercial Facilities development projects and plans;
develop park site development designs;
plan and schedule Capital Improvement projects for design and construction during the fiscal year;
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;
assign projects, as appropriate, to the engineering staff and/or to consultants;
supervise engineering staff and/or consultant and maintain records of project completion and designer/consultant's performance;
review and approve shop drawings submitted by contractors on parks and other City rights-of-way development projects;
direct, as a design team leader, technicians in the preparation of final contract drawings and specifications, including detailed cost estimates;
answer or research information and provide direction to the general public and other agencies regarding landscape plants, irrigation products, etc., approved for use in the City rights-of-way;
prepare all grant applications, forms, and reports related to parks acquisition or development, or both;
review and approve requests from developers for electric service from Salt River Project for landscape irrigation controllers;
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.

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PAY GRADE: 55

EEO-Prof

NDOT SAFETY-No

SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No

CDL-No

RESP-No

IND-8810

JOB FCTN-TEC

SWORN-No

INCREMENTS 62-200