

MAJOR FUNCTION

This is responsible professional level work, independently managing, planning, designing and developing construction documents for City landscape projects. The work also includes inspection and approval of landscaping materials installed by contractors, assisting with reviewing and commenting on contract documents prepared by outside firms for project managed city projects, and consulting with city and outside design engineers and managers on landscape related matters. Work is performed under the general supervision of an engineering administrator, and involves considerable independent judgment, initiative, and ingenuity in managing and completing assignments. The work is reviewed through conferences, activity reports and observation.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Designs in-house landscape architectural projects requiring a Florida Registered Landscape Architect. Manages, plans, designs and prepares and/or reviews detailed city landscape architectural project plans for needed improvements and renovations of existing areas, such as state, county and city roadways, right-of-ways, playgrounds, athletic fields, irrigation systems, storm water facilities, and landscape beautification to other city facilities. Researches highway beautification grant funding availability, coordinates the grant application process, and manages the design and construction grant processes for the City. Coordinates landscape plans and specifications with design engineers, project engineers or project managers to ensure compliance with all design codes and standards. Prepares contract bid documents, construction cost estimates and schedules for project and capital budget purposes. Reviews and comments on consulting landscape architect's plan and specification submittals for project managers. Prepares and submits landscape/tree removal and wetland plans for local, state, and federal permits. Provides technical assistance to field construction managers to insure conformity to the approved plans, specifications and workmanship standards. Researches and determines plant material best suited for the area to be installed. Consults with design engineers on impacts of construction on existing trees. Assists contractors, consulting landscape architects, and engineers with questions regarding City landscape projects. Meets and corresponds with vendors on specific projects as well as general information. Conducts site visits as needed. Performs related work as required.

Other Important Duties

Serves on city ad-hoc teams or committees, as requested by management. Attends training seminars to keep abreast of landscape architectural practices and principles. Prepares annual price agreement bid specifications for landscape materials and construction services. Trains co-op landscape design students. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the methods, principles, techniques and practices of landscape architecture, as applied to the planning, design, and preparation of construction plans and specifications for city capital projects. Considerable knowledge of the principles and practices of architecture, civil engineering and surveying, as they pertain to the coordination and development of landscape construction documents for roadways, drainage facilities, park and recreation projects. Considerable knowledge of the characteristics and requirements of various flowers, plants, trees and shrubs suitable for use in or at public facilities. Knowledge of native and ornamental plants common to the North Florida area. Ability to prepare landscape plans, designs, specifications, perspective drawings and simple color renderings. Ability to evaluate and conceive proper landscape architectural treatment of roadways, storm water facilities, and park and recreation sites or other public facilities. Ability to prepare and present clear and concise reports and recommendations, orally and in writing. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to

plan, organize and coordinate work assignments. Ability to review, analyze, and evaluate data. Ability to develop cost estimates and schedules for budget purposes. Ability to inspect construction projects for compliance with specifications and related codes and standards. Ability to conduct research, identify, prepare application submittals and administer grants. Skill in the use of microcomputers and the associated programs (AutoCAD and MS Office) and other applications necessary for successful job performance.

Minimum Training and Experience

Possession of a Bachelor's degree in landscape architecture or a related field and four years of professional experience that includes landscape design, land use and site planning.

Necessary Special Requirements

Must possess a Professional Registration as a Landscape Architect at the time of application. Incumbent must attain a registration as a Landscape Architect in the State of Florida within one year from date of employment.

A valid class "E" State driver's license may be required for designated positions allocated to this class.

Established: 04-15-06