

# LANDSCAPE ARCHITECT

## MAJOR FUNCTION

This is a diversified professional/ technical position involving a variety of work assignments relating to the Parks and Recreation Department, Community Resource Bureau and other County Departments as directed by the County Administrator or Department Director. Employees in this classification possess specialized knowledge of, but are not necessarily limited to, planning, land development, design, and construction.

## ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the work load.

- Develops and implements the planning and design of Parks and Recreation Department and Community Resource Bureau facilities, and provides signed / sealed plans to other Departments and Bureaus.
- Researches and prepares supporting documents for projects related to facilities planning, development and management for County projects.
- Develops and writes specifications, designs and construction details and documents for public spaces and facilities.
- Responds to technical questions from the Board of County Commissioners, staff members and the public on issues related to landscape architecture.
- Conducts special studies, analyses, program development, and project design for County projects.
- Designs and reviews designs related to landscape architecture for other County departments.
- Manages project construction for Parks and Recreation Department capital improvement projects and other assigned projects.
- Prepares and performs analyses, management and monitoring of capital improvement plans, cost analyses, project budgets and prepares reports.
- Prepares and presents reports related to landscape architecture topics at public meetings and workshops for various County departments.
- Meets with local government and State agencies while coordinating area improvements, projects and planning efforts.
- Responsible for public meetings, contractor meetings, consultant meetings, and other meetings related to projects under charge and other County business.
- Supervises in-house capital projects with other County departments and works with

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representatives from those departments while completing in-house capital projects.

- Arranges and applies for permits with regulatory agencies. Administer and prepare contracts, agreements and grants.
- Works independently in conducting research and formulating recommendations on various acquisitions, capital improvements and department policies.
- Performs field review and inspection of assigned projects.
- Assists in the development of Five Year Capital Improvements budget

### **SECONDARY FUNCTIONS**

- Provides intergovernmental coordination and assistance to other bureaus and agencies on projects that support community resource goals and objectives, as assigned.
- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Occasionally functions as lead worker for a small group of employees (one to five) in the absence of a designated lead position. May review the work product of others. Provides guidance, advice, and assistance to others on work assignments. Provides work direction.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor's Degree in planning, landscape architecture, urban design, or related field; and five years professional level experience in professional planning and design, project development, and contract management; or an equivalent combination of training and experience.

#### **Licenses**

Possession of a valid Florida Drivers License.

Registered Landscape Architect, Florida

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

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## **Language Skills**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents, and current legislative issues.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

## **Mathematical Skills**

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

## **Problem Solving Abilities**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Develops plans, policies, specifications, programs continually.
- Functions independently as an expert in matters of specialized code, rules, policy, analyses, advanced budgetary, accounting systems, or complex scientific or technical systems.

## **Specialized Skills and Abilities**

- Knowledge of planning, landscape architecture, and engineering principles and practices.
- Ability to read maps with intricate markings, land use surveys, and judge distance; ability to interpret legal descriptions, maps, aerial photography, remote sensing data, and site plans.
- Ability to read and interpret technical written and graphically presented material; includes ability to read text, identify themes, make inferences, and draw conclusions which accurately reflect the material.
- Ability to analyze various kinds of data and other research information.

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- Knowledge of descriptive statistics and principles and application of statistical inference.
- General knowledge of the County codes and regulations pertaining to planning, zoning and community development.
- Ability to effectively organize, supervise and carry out projects.
- Ability to supervise a small group of professional, technical and clerical personnel.
- Strong organizational skills and attention to detail, with ability to meet multiple deadlines.
- Knowledge of computers, including word processors and spreadsheet applications.
- The ability to establish and maintain effective working relationships with associates, subordinates, government officials, representatives of other agencies and the general public.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment, as well as drive a vehicle in the completion of the tasks of the position.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, sit, use hands to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, talk, hear, smell, and lift up to twenty-five pounds. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus to bring an object into sharp focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a typical indoors office environment. . The noise level for this environment will be moderate. May work in a n outdoor environment depending on assignment.

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