

CITY OF REDWOOD CITY LANDSCAPE ARCHITECT

DEFINITION

To perform professional level landscape architectural work related to the design, construction, and rehabilitation of various parks, landscaped areas, streetscapes and private urban design projects; perform related work as required.

DISTINGUISHING CHARACTERISTICS

This is a full journey level class, and requires prior advanced technical or professional landscape architect work experience. A Landscape Architect works under a minimum of supervision and is expected to manage complex landscape architectural projects requiring the use of independent judgment and initiative. Incumbent will be involved with developing budgets and monitoring expenditures, as well as resolving complex customer service issues. Incumbent will develop, implement, interpret and ensure compliance with rules and regulations, laws and codes, policies and procedures. Project management responsibilities include preparing Request for Proposals (RFPs), evaluating proposals, and managing contractors and consultants. Incumbents exercise a high level of technical expertise and prepare written and oral reports for management, boards and commissions and City Council.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Community Development Manager or Supervising Civil Engineer.

Receives functional supervision from Parks, Recreation and Community Services Department management staff.

May exercise supervision over lower level technical staff, consultants and/or contractors.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Assists in the design and or management of Capital Improvement Program (CIP) parks and streetscape projects.

Responsible for review and approval of landscape architectural and streetscape plans for development applications and by outside consultants, other public agencies and City departments.

Prepares plans for planting, irrigation, paving, walls, fences, drainage, site furnishings, and play areas.

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Assists in the preparation and review of landscape plans and contract specifications.

Manages design and construction contracts.

Assists with conducting field inspections for compliance with landscape and irrigation plans and specifications.

Makes quantity and cost estimates and prepares contract designs for small city landscape projects.

Researches materials and projects for suitability in landscape architecture projects.

Provides information to the public on City landscape requirements and responds to questions involving landscape problems.

Prepares documentation needed for approval by the City Council, public commissions, and various government and regulatory agencies.

Represents the City in meetings with City Council, Planning Commission, Parks and Recreation Commission, other governmental agencies as appropriate, and various community and neighborhood associations.

Composes correspondence, maintains records and prepares reports as directed.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of landscape design including site development, grading, drainage, erosion control, pedestrian and vehicular circulation, irrigation, planting, lighting, paving design, and recreational facilities.

Design as it relates to building groupings and other improvements and the uses of materials, playground equipment and products used in design and construction.

Public Works bidding and awarding of contracts.

Drafting and/or computer aided design.

City's engineering policies and procedures.

City's engineering, planning and building design standards and codes.

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Applicable laws and regulations relevant to design construction in the areas of assignments.

Ability to:

Prepare sketches, renderings, master and detailed plans, construction specifications and cost estimates for various projects.

Make clear, concise and effective oral presentations.

Use computer aided design to draft plans and details, and prepare graphic presentations using a variety of media.

Make independent decisions within the scope of assigned duties and responsibilities.

Work effectively with consultants, other City workers, and other government agencies in completing projects.

Establish and maintain cooperative working relationships with others.

Issue and review legal documents such as design and construction agreements, bonds, insurance and fees.

Participate in field reviews in scoping out projects and supervising sub-professional workers during field investigations or inspections.

Participate in meetings to review programs and projects.

Communicate clearly and concisely both orally and in writing.

Use and care for drafting instruments and equipment.

Physical Characteristics:

Must be in sufficiently good health to perform job duties.

Experience and Training Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of progressively responsible experience in professional landscape architecture which has included design and construction management duties.

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Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in Landscape Architecture.

License or Certificate:

Possession of a Landscape Architect license issued by the State of California or be able to obtain license within one year of appointment. Applicants must demonstrate or show progress towards obtaining Landscape Architectural License.

Possession of, or ability to obtain, an appropriate, valid California Driver's License. Incumbent will be required to operate a City vehicle.

Effective Date: May, 2011

Bargaining Group: Redwood City Management Employees' Association