

CITY OF GLENDALE

TITLE:	Landscape Architect	CLASS CODE:	791
REPORTS TO:	Land Development Engineer or Assistant City Engineer	GRADE:	30
DEPARTMENT:	Engineering	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg		MEDICAL EXAM:	

JOB SUMMARY:

Plans, designs, and manages landscape architectural Public Works projects. Provides project management on assigned projects.

ESSENTIAL FUNCTIONS:

1. Provides information and assists developers, engineers, architects, and the public in understanding the city's landscape architectural objectives, standards, ordinances and policies.
2. Interprets, explains and verifies consultants compliance with all laws and regulations governing landscape architecture and related environmental planning.
3. Reviews, evaluates and approves or rejects, site plans, conceptual landscape plans, and final construction plans on construction projects.
4. Serves as project manager for major City landscape architectural projects, including capital improvement projects, plans, schedules, and assigns work; monitors progress; prepares evaluations and reports.
5. Prepares Request for Qualifications and Requests for Proposals for landscape architectural projects; negotiates contracts; manages consultants hired to design City landscape projects; inspects completed work and approves contract payments.
6. Conducts site inspections during and after construction to ensure that required landscape architectural improvements are in accordance with approved plans; issues final approval.
7. Coordinates landscape construction drawings with project engineering, grading and paving plans.
8. Prepares special design studies and presents written and oral reports to the City Council, boards and commissions, and City management on landscape architectural issues and projects.
9. Provides or evaluates the landscape architectural design for all city projects including community facilities, street right of way, parks, open space, and recreational facilities.
10. Signs and seals landscape architectural plans, which are prepared under their supervision.
11. Responds to citizen inquiries and complaints regarding landscape architectural issues.

12. Negotiates, resolves conflicts and achieves balance in conflicting objectives with other city departments.
13. Represents the City's Landscape architectural interest on various local and regional committees and serves as liaison with other State and local officials on major public improvement projects and water use regulation.
14. Participates in all pre-application meetings with private developers and their staff.
15. Represents the City's landscape architectural interest on various local and regional committees and provides liaison with other State and local officials on major public improvement projects and water use regulation.
16. Participates in pre-application meetings with private developers and their staff.
17. Serves as a technical resource on landscape architecture for other City departments.

SECONDARY FUNCTIONS:

18. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

The principles and practices of landscape architecture.

Project Management Principles and techniques.

The nature and source of various landscape materials and appropriate irrigation methods and systems.

Public works construction, design, materials standards, and applicable codes and ordinances.

City policies and procedures related to land use and development.

The land development process and all Federal, State, and local laws and regulations affecting landscape design.

Horticultural practices, ADA guidelines, and Equestrian Trail Design guidelines.

Ability to:

Analyze potential impacts of city projects and private development proposals.

Interpret, evaluate, and explain development plans, construction drawings, and applicable ordinances, standards, and objectives.

Prepare graphic design presentations, perspective drawings, and color renderings.

Conduct research, analyze findings, develop recommendations.

Prepare and present oral and written reports.

Plan, organize and manage complex and multiple projects to completion.

Negotiate, conflict, and achieve balance in conflicting objectives.

Establish and maintain effective working relationships with citizens, city management, City staff, and private developers and contractors.

Exercise initiative and sound Independent professional judgement in finding creative solutions to landscape architectural design issues.

Plan, coordinate, monitor and evaluate the work of others.

Communicate effectively verbally and in writing.

WORKING CONDITIONS:

Office setting with field inspections.

MINIMUM QUALIFICATIONS:

Completion of a Bachelor's Degree in landscape architecture and five years professional experience in landscape architecture.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Registration as a Professional Landscape Architect in the State of Arizona.

Possession of a valid Arizona driver's license.