ASHEVILLE, NORTH CAROLINA

Classification Specification

Landscape Architect
Job Code: 5080
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to provide professional level landscape planning, design and development services for City parks, open spaces, trails, recreational facilities, grounds, and greenways and related projects for the Parks and Recreation department.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Designs and drafts and/or contributes to landscape plans, projects, and guidelines for parks, open spaces, trails, recreational facilities, grounds, and greenways: prepares design, site preparation, layout, grading, materials, planting, site details, cost estimates, maintenance guidelines, permits and graphics and other documents and displays for landscaping projects; and works with contractors and other City staff to aid the development of landscaping at parks, open spaces, trails, recreational facilities, grounds, and greenways.

Develops and prepares landscape and environmental planning studies and assessments regarding parks, open spaces, trails, recreational facilities, grounds, and greenways: identifies user needs and requirements; confers with all appropriate parties to solicit input and feedback; researches and reports on current park trends, environmental conditions, and land management best practices; prepares related maps, surveys, reports and plans; and

coordinates with other Consolidated Government departments and employees regarding land acquisition and development recommendations.

Prepares bid and contract documents for assigned projects: prepares Requests for Proposal (RFPs) and bid packages; conducts pre-bid and pre-construction meetings; issues addendums to clarify questionable issues; participates in negotiations of scope of services and fees for professional services agreements; makes recommendations regarding selection of vendors and awarding of contracts; and monitors contracted work to ensure compliance with contract specifications.

Manages assigned landscape development, construction, and renovation projects for the department: identifies and manages critical path tasks; sets and meets interim project goals; sets and manages project contingency; processes invoices; approves and processes change orders and other associated project management efforts; provides technical advice, information, and assistance regarding landscape plans and applicable procedures, regulations, and standards during construction; and monitors construction activities to ensure compliance with contract specifications, schedule, budget, and work quality.

Participates in the development and implementation of department budget: recommends allocations for landscaping projects, materials, supplies, and other expenditures; and monitors expenditures for area of assignment to ensure compliance with approved budget.

Performs related duties in support of department and City operations: coordinates and provides technical advice and direction regarding utility easements, land suitability, and acquisitions; reviews projects as part of the Technical Review Committee to ensure compliance with applicable landscape codes, regulations, and best practices; receives and responds to public inquiries regarding landscape projects, plans, and activities; and provides technical advice and guidance to other City departments regarding greenways, streetscape, stormwater and public art design, etc.

Utilizes specialized tools and equipment to complete essential functions, such as drafting tools, plotter, and field tools.

Communicates with supervisor, other City employees, contractors, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, invoices, contracts, master plans, architectural drawings and specifications, project design, planning, and maintenance reports, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Bachelor's Degree in Landscape Architecture, Environmental Engineering, or a related field required; supplemented by three years of experience in landscape design and maintenance, or a related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid North Carolina driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to work with others to coordinate the more complex programs and more complex problems associated with the responsibilities of the job. Often represents the department and/or organization when dealing with others.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.