



Job Title	Landscape Architect I	FLSA Status	Exempt
Band	PRO	Probationary Period	12 Months
Zone	4	Job Code	17890

Class Specification – Landscape Architect I

Summary Statement:

The purpose of this position is to provide landscape architectural planning, design and construction administration, including site development related to capital projects, review of plans and specifications, and making recommendations related to landscape construction to private developers. This is the entry level class within the Landscape Architect series. Employees within this class are distinguished from the Landscape Architect II by the performance of the entry level of duties as assigned. Employees at this level receive instruction or assistance as new or unusual situations arise, and are learning of the operating procedures and policies of the division.

DISTINGUISHING CHARACTERISTICS:

This is the entry level class in the Landscape Architect series. This class is distinguished from the (II level) by the performance of the more routine tasks and duties assigned to positions within the series and by the level of supervision required in the performance of assigned duties. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
20%	Coordinate the development of public space and lead the public planning process including the process for long range development. Oversee development designs and coordinate and track project costs. May conduct site visits, facilitate community meetings, and work with community stakeholders. Performs ordinance oversight by providing code and industrial guidance to groups and individuals; reviews, development, final landscape, and irrigation plan applications.
20%	Field work through construction oversight, verification of projects within the scope of the management and master plans, and volunteer projects.
60%	Provides staff assistance for special projects and technical committees as requested.



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Competencies Required:

Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in landscape architecture, architecture, or a related field.

Experience: This is an entry level position and no previous landscape architecture experience is required.



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Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires the occasional direction of helpers, assistants, seasonal employees, interns or temporary employees.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands: Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Seasonally
Wetness and Humidity	Seasonally
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never



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Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, drafting table, scale/ruler, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office, ArcGIS, CADD, and graphics software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: February 2018