



Office of Human Resources
Landscape Architect Supervisor - CE0417
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General Statement of Duties

Performs professional and supervisory work over landscape architects, provides direction and long range and short term planning, directs policy and procedure development, and makes budgetary and resource allocation decisions.

Distinguishing Characteristics

This class performs professional and supervisory work over landscape architects and provides leadership and direction. This class is distinguished from a Senior Landscape Architect that performs professional, specialized project management work including planning, designing, and coordinating landscape architectural projects for the development and rehabilitation of parks, natural areas, parkways, and other open spaces. This class is distinguished from a Manager I that manages an operational and/or functional area(s) and performs some elements of supervision by recommending and implementing plans, procedures, policies, programs, and projects. In the landscape architect series there is also an entry level class, Staff Parks Landscape Planner, and an associate level class, Associate Parks Landscape Planner.

Level of Supervision Exercised

Supervises two or more professional landscape architects and may supervise other professional positions.

Essential Duties

Directs and evaluates the work of professional landscape architects, provides technical expertise to staff, and establishes section and staff work programs and project objectives.

Develops long range and short term planning initiatives and establishes policies, procedures, and standards related to landscape architecture projects and programs.

Assists in developing and managing the budget for the section and allocating funds for projects in order to accomplish yearly goals and objectives.

Performs project management work on complex, multifaceted municipal landscape architectural projects including managing design and construction projects, developing project and design specifications, and coordinating activities with other city departments, elected officials, community and neighborhood groups, and other stakeholders.

Defines scope of work for a project, develops project work plans, designs project in-house or hires a consultant to design the project, determines and sets time frames and project milestones, and manages project budget.

Coordinates the work of multi-disciplinary teams engaged in the design and construction of landscape architectural/capital improvement projects, reviews plans and specifications for compliance to standards and practices, performs on-site inspections during construction to determine work progress and conformance to established bid specifications/contracts, and provides technical support in solving problems.

Prepares pre-bid materials defining the scope of work and related information.

Participates on selection committees to reviews proposals and provides recommendations.

Coordinates effort to bring stakeholders together who have opposing views and interests in order to successfully complete projects.

Researches and compiles information on funding sources and writes grants and other funding proposals.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Project Management - Manages all aspects of one or multiple projects through initiating, planning, executing, monitoring, and closing project, complying with established control systems and rules. Monitors processes, progress, and results. Determines objectives, sets priorities, delegates work, and provides others with a clear direction. Works with others towards an agreement that may involve exchanging specific resources or resolving differences.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of architecture and civil engineering concepts, principals, and theories sufficient to be able to perform project management and lead multi-disciplinary project teams.

Knowledge of budgeting principles and practices sufficient to be able to administer a budget to accomplish program objectives.

Knowledge of materials, methods, systems, and the tools used to construct objects, structures, and buildings.

Knowledge of the concepts, theories, and practices used in the planning, design, construction, and adaptation of outdoor features, taking into consideration recreation planning, requirements, aesthetic value, and compatibility with other developments and resources.

Knowledge of functions, principles, methods, and techniques of public planning including those related to community planning, outdoor recreation planning, and natural resource management such as demand forecasting, environmental impact analysis, financial forecasting, and land use planning and zoning.

Education Requirement

Bachelor's Degree in Landscape Architecture, Architecture, Engineering, Planning, or a related field.

Experience Requirement

Three (3) years of professional experience as a landscape architect performing planning, project design, and construction management work.

Education & Experience Equivalency

A Master's Degree may be substituted for one year of the experience requirement.

Appropriate experience may be substituted for the education requirement.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Registration as a Professional Landscape Architect by the Colorado State Board of Landscape Architects at the time of application. Registration as a Professional Landscape Architect by another state will be accepted in lieu of this requirement providing the applicant is registered by the State of Colorado by the completion of the probationary period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Potential exposure to temperature changes: variations in temperature from hot to cold.

Pressure due to multiple calls and inquiries.

Subject to many interruptions.

Level of Physical Demand

2-Light (10-20 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Color vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

Field of Vision: ability to adjust vision to bring objects into focus.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending spine at the waist.

Sitting: remaining in the normal.

Talking: expressing or exchanging ideas by means of spoken words.

Walking: moving about on foot.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

Licenses/Certification

By position, Motor Vehicle Record

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-816

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: