



Office of Human Resources
Parks Landscape Planner Associate - CE0372
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General Statement of Duties

Performs professional parks landscape planning work by coordinating landscape projects for parks, open spaces, and parkways and serves as a project manager on moderately difficult projects.

Distinguishing Characteristics

This class performs professional parks landscape planning work by coordinating landscape projects for parks, open spaces, and parkways and serves as a project manager on moderately difficult projects. 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. The Associate Parks Landscape Planner class is distinguished from the Staff Parks Landscape Planner class that performs entry level professional parks landscape planning work under close supervision while learning and assisting in the preparation and checking of plans, designs, and specifications.

Level of Supervision Exercised

By position, assists with or coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

Essential Duties

Performs project management work on moderately difficult municipal landscape planning projects, develops design specifications, coordinates the activities of contractors engaged in the construction of landscape projects, and maintains project conformance with city, department, and landscape architectural standards and practices.

Assists in the development of long range and short term planning initiatives and modifications to policies, procedures, and standards related to landscape architecture projects.

Defines scope of work for a project under the direction of a supervisor, 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 consultants engaged in the design and/or construction of moderately difficult landscape architectural/capital improvement projects, reviews plans and specifications for compliance to standards and practices under the direction of a supervisor, performs on-site inspections during construction to determine work progress and conformance to established bid specifications/contracts, and provides technical support in solving problems.

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.

Performs other related duties as assigned or requested.

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

Reasoning - Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

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 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

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

Education Requirement

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

Experience Requirement

One (1) year of professional city planning, landscape planning, regional planning, project management in the related occupational field, or experience creating, drawing, and rendering urban design project plans and concepts.

Education & 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.

Licensure & Certification

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

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

Working Environment

Potential exposure to extremes of heat and cold in all weather conditions.

Subject to many interruptions.

Pressure due to multiple calls and inquiries.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

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

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

Walking: moving about on foot.

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

Balancing: maintaining body equilibrium to prevent falling over.

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

Sitting: remaining in the normal seated position.

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

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

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

Hearing: perceiving the nature of sounds by the ear.

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

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-811

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: