



Office of Human Resources
Parks Landscape Planner Staff - CE0438
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General Statement of Duties

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.

Distinguishing Characteristics

This class performs entry level professional parks landscape planning work. This class is distinguished from the Associate Parks Landscape Planner class that 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. The Staff Parks Landscape Planner 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.

Level of Supervision Exercised

None

Essential Duties

Performs entry level landscape planning work on small routine projects or parts of large projects such as walkways, fencing, or site furnishings under the direction of a landscape architect.

Reviews and designs landscape architectural specifications for small projects or parts of large projects and monitors construction projects of limited scope for compliance with design guidelines, requirements, and standards.

Performs field investigations of new sites and/or existing facilities to determine conditions affecting tentative plans and prepares working drawings based on approved preliminary plans.

Meets with contract personnel, citizen/neighborhood groups, and other city staff to resolve problems and concerns and answer questions on non controversial issues/projects.

Assists with field inspections of projects for conformance to approved plans.

Trains in the formulation of budgets for projects including planning, design, regulatory, and construction phases.

Performs increasingly more responsible work as the employee gains experience and independently provides parks landscape planning work.

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

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

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.

Problem Solving - Identifies problems; determines accuracy and relevance information; uses sound judgment to generate and evaluate alternatives, and to make recommendations.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

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

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

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 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

None

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

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: E-620

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: