



City of Irving Job Description

Landscape Architect

FLSA Status:	EXEMPT	Job Department:	Capital Improvement Program Department
Job Code:	34321	Reports To (Job Title):	CIP Planning Administrator

PURPOSE

Perform professional work in the planning, design, and construction of citywide bond & capital projects and related facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Compile geographical data on conditions of site location, drainage, and location of structures for environmental impact and landscaping strategies.
- Communicate with consultants, developers, contractors, outside governmental agencies, businesses, city staff and citizens to acquire information for coordinating project design, planning, and construction phases.
- Produce detailed instructions, drawings, or specifications to instruct others about how devices, parts, equipment, or structures are to be fabricated, constructed, assembled, modified, maintained, or used including demolition, erosion control, layout, grading, electrical, irrigation, and landscaping plans.
- Ensure work is completed according to standards and established procedures and progress payments to contractors are appropriate for the work performed.
- Prepare site analysis, conceptual designs, schematic designs, and detailed opinion of costs for proposed capital improvement projects.
- Assist in securing legal documents between the city and various governmental agencies, utility companies, proposed contractors, businesses and residents.
- Coordinate and provide oversight of teams, project reviews and construction site meetings with consultants, inspectors and contractors to review; evaluate and maintain construction progress.
- Prepare illustrative renderings, presentation graphics and plans for proposed projects of varying size and scope.
- Present conceptual, schematic or complete master plans to residents, businesses, organizations, committees, city council and staff.
- Coordinate projects from design through construction, which includes monitoring related budgets and deadlines.
- Prepare reports and documents of information pertaining to project activities.
- Perform related duties as assigned.

OTHER DUTIES AND RESPONSIBILITIES

- Assist in the development of the annual departmental budget.
- Manage cross-functional teams that include specialized employees from other departments to complete a Team project.
- Prepare informative displays of past, current and future projects to be presented for static display or various city functions and gatherings.
- Annually complete (8) eight Continuing Education Program Hours that include the study of subjects related to the profession of a licensed irrigator.
- Annually complete (8) eight Continuing Education Program Hours that includes the study of subjects related to the landscape architect profession and are pertinent to the health, safety, and welfare of the public.
- Lead or participate on various teams.
- Work with other departments in the city, consulting engineers & architects to provide professional work for various citywide capital improvements projects.
- Provide advanced photography for artistic, promotional and documentation purposes.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2-8 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administer budgets for capital improvement projects up to \$8,000,000.00.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Successful completion of a Bachelor's program in landscape architecture, or a related field, from an accredited college or university is required.
- A Master's degree in landscape architecture, or a related field, from an accredited college or university, could be beneficial.

EXPERIENCE

- Minimum of five (5) years of related field experience is required.

CERTIFICATES, LICENSES, REGISTRATIONS

- Landscape Architect licensed in the State of Texas
- Irrigator licensed in the State of Texas
- Class C Texas driver's license

KNOWLEDGE OF

- Computing software: Current word processing, page presentation design, spreadsheet, database programs, technical CAD drawing (AutoCAD & LAND F/X), and technical 3D illustration software (Google SketchUp).
- Construction Contracts: Regulations and principles for developing specifications, bidding projects, and approving invoices for payment.
- Construction Principles: Materials, methods, and the appropriate tools to construct objects, structures, and buildings.
- Design: Design techniques, principles, tools, and instruments involved in the production and use of precision technical plans, blueprints, drawings, and models.
- Contract Management: Regulations and principles for developing specifications, bidding projects, negotiating payments and closeout of projects.
- Environmental and Governmental laws and regulations: Federal, state, and local laws and the ability to apply and understand current information (T.C.E.Q. - Texas Commission on Environmental Quality, E.P.A. –Environmental Protection Agency, A.D.A. - Americans with Disabilities Act, T.D.L.R. - Texas Department of Licensing and Regulations, T.B.A.E. - Texas Board of Architectural Examiners).
- Photography: Methods of capturing quality landscape images of the built environment for documentation, celebratory and promotional use.

SKILLS AND ABILITIES IN

- Budget Management: Developing plans and budgets; comparing them against actual activity.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Creativity: Developing, designing, or creating new applications, ideas, relationships, systems, or products, including artistic contributions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different alternative approaches.
- Cross-Functional Teams: Managing or participating on teams that include specialized employees or directors from other departments to complete a Team project.
- Fluency of Ideas: Developing numerous ideas about a given topic emphasizing quality, correctness, and creativity.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Interactive presentation: Effectively presenting information to groups and responding to questions.
- Technical Reasoning: Interpreting an extensive variety of technical instructions in mathematical or diagram form.

GUIDANCE RECEIVED

Accepted Methods and Procedures

Broad supervisory direction, seasoned knowledge, accepted methods and procedures, and stated policies guide completion of assignments and decisions made. Makes recommendations to superiors about moderately complex issues and procedural changes.

CONTACTS

Interaction between governmental agencies at the federal, state or local levels, consultants, residents, businesses, committees, organizations and city council are a regular part of this position. Each contact can be necessary to successfully achieve a goal or complete a project on a weekly basis.

EQUIPMENT AND PROPERTY

Daily use of a city issued vehicle, personal desktop or laptop computer, photography equipment, xerox machine for scanning and copying and a large scale plotter and scanner is required. Occasional use of surveying equipment for layout in the field is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to listen, see, and/or talk. Frequently, s/he is required to drive a vehicle, sit, stand, and/or walk. Occasionally, s/he is required to carry, kneel, and/or lift up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee occasionally is exposed to a dirty environment, electrical hazards, outside weather conditions, moving mechanical parts, and/or toxic or caustic materials. The noise level in the work environment is usually moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.