



Career Service Authority

Senior Landscape Architect

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GENERAL STATEMENT OF CLASS DUTIES

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.

DISTINGUISHING CHARACTERISTICS

This class performs professional, specialized project management work on complex, multifaceted projects. This class is distinguished from an 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. This class is distinguished from a Landscape Architect Supervisor that 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. The Senior Landscape Architect is distinguished from the Staff Parks Landscape Planner 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.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally in the form of stated objectives only, with issues and factors largely undefined, requiring the employee to exercise creativity and ingenuity in devising criteria, techniques, strategy and methodologies for approaching assigned functions or projects.

Duties performed involve concepts, theories and concrete factors to be evaluated and weighed, requiring a high degree of analytical ability, and independent judgment and decision-making.

Work assignment is generally unstructured and employee is responsible for organizing complex, varied and simultaneous coordination of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under administrative supervision, the employee has personal accountability for carrying out an assigned function, program or project within the scope of established guidelines and objectives and is expected to resolve problems that arise in the normal course of the work. Completed work is generally reviewed for soundness of judgment, conclusion, adequacy and conformance to policy.

Interpersonal Communications and Purpose:

Contacts of a remedial nature involving the resolution of problems and where some degree of discretion and judgment are required in carrying out a major program and/or function of the organization.

Level of Supervision Exercised:

Coordinates the work of consultants/contractors and other employees who are assigned to specific projects.

ESSENTIAL DUTIES

Performs project management work on complex, multifaceted municipal landscape architectural projects 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.

Participates in the development of overall long range and short term planning initiatives and initiates and recommends modifications to policies, procedures, and standards related to landscape architecture projects and programs.

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, including 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.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Landscape Architecture - 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.

Public Planning - 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

Project Management - Applies principles, methods, or tools for developing, scheduling, coordinating, monitoring, evaluating, and managing projects and resources including technical performance.

Strategic Thinking - Formulates effective strategies consistent with the business and competitive strategy of the organization in a global economy, examines policy issues and strategic planning with a long term perspective, determines objectives and sets priorities, and anticipates potential threats or opportunities.

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

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.

Writing - Recognizes and uses correct English grammar, punctuation, and spelling, communicates information in a succinct and organized manner, and produces written information which may include technical material that is appropriate for the intended audience.

Self-Management - Sets well-defined and realistic personal goals, displays a high level of initiative, effort, and commitment towards completing assignments in a timely manner, works with minimal supervision, is motivated to achieve, and demonstrates responsible behavior.

Vision - Understands where the organization is headed and how to make a contribution, takes a long-term view, and recognizes opportunities to help the organization accomplish its objectives or move toward the vision.

Interpersonal Skills - Shows understanding, courtesy, tact, empathy, and concern, develops and maintains relationships, may deal with people who are difficult, hostile, and/or distressed, relates well to people from varied backgrounds and situations, and is sensitive to individual differences.

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, and uses sound judgment to generate and evaluate alternatives and to make recommendations.

Planning and Evaluating - Organizes work, sets priorities, determines resource requirements, determines short or long-term goals and strategies to achieve them, coordinates with other organizations or parts of an organization, monitors progress, and evaluates outcomes.

Decision Making - Makes sound, well-informed, and objective decisions, perceives the impact and implications of decisions, commits to action even in uncertain situations to accomplish program goals, and causes change.

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

Teamwork - Encourages and facilitates cooperation, pride, trust, and group identity, fosters commitment and team spirit, and works with others to achieve goals.

Diversity - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce.

Customer Service - Works with customers to assess needs, provide assistance, resolves problems, and satisfy expectations, knows products and services, and is committed to providing quality products and services.

Creative Thinking - Uses imagination to develop new insights into situations, applies innovative solutions to problems, and designs new methods where established method and procedures are inapplicable or are unavailable.

Technical Competence - Uses knowledge that is acquired through formal training and extensive on-the-job experience to perform one's job, works with, understands, and evaluates technical information related to the job, and advises others on technical issues.

Influencing/Negotiating - Persuades others to accept recommendations, cooperate, or change their behavior, works with others towards an agreement, and negotiates to find mutually acceptable solutions.

Leadership - Influences, motivates, and challenges others and adapts leadership styles to a variety of situations.

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

Integrity/Honesty - Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

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

Physical Demands:

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.

Working Environment:

May be exposed to extremes of heat and cold in all weather conditions.
Subject to many interruptions.
Pressure due to multiple calls and inquiries.

Education Requirement:

Baccalaureate Degree in Landscape Architecture, Architecture, Engineering, Planning, or a related field.

Experience Requirement:

Three years of professional experience in landscape architecture performing project design and/or construction management work.

Education/Experience Equivalency:

A Masters Degree may be substituted for one year of the experience requirement. Appropriate experience may be substituted for the education requirement

Licensure and/or Certification:

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.

Possession of a valid driver's license at the time of application.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 09/21/2008

REVISED BY: Patricia Anderson

CLASS HISTORY
3/2005 – The class specification was updated.
8/2008 – Additional degrees were added to the Education Requirements Section.
9/2008 – The new state licensure requirement for Landscape Architects was added to the Licensure and/or Certification Section.