



Career Service Authority
Staff Parks Landscape Planner

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GENERAL STATEMENT OF CLASS 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.

Guidelines, Difficulty and Decision Making Level:

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Detailed oral and/or written instructions are normally given during the training period. Work steps involve a pattern of sequential motions such as push, pull, lift, carry, or place which may include making gross discriminations as to size, color, or readily observable conditions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received and Quality Review:

Under close supervision, the employee receives training to develop skills and abilities in a specific line of work or general occupational area. Work product is subject to close, continuous inspection.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

No supervisory responsibilities.

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.

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.

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.

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.

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.

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.

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:

None.

Education/Experience Equivalency:

Additional appropriate education may substitute for the minimum experience requirement.

Licensure and/or Certification:

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

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 09/21/2008

REVISED BY: Patricia Anderson

CLASS HISTORY

3/2005 - This class specification was updated.
9/2008 – The title of this class has changed from Staff Landscape Architect to Staff Parks Landscape Planner. The title was changed because the State of Colorado now requires Landscape Architects to be licensed. Additional degrees were added to the Education Requirements Section.