

Senior Landscape Architect

SUMMARY/PURPOSE

To perform and provide supervision and guidance for Landscape Architectural work, including the design, construction, and maintenance of parks, trails, gardens, athletic facilities, buildings, erosion control applications, stormwater systems, and other technical structures within the City's landscapes.

SUPERVISION RECEIVED

The supervisor makes assignments by defining objectives, priorities, and deadlines and assists incumbents with unusual situations which do not have clear precedents. Incumbents plan and carry out the successive steps and handle problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation.

SUPERVISION GIVEN

Does not have direct supervisory responsibility but does have significant oversight of employees or projects that require delegation and direction over the work of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Perform responsible, professional Landscape Architectural work including design, construction, and maintenance for a wide range of construction projects and maintenance activities.
2. Complete design and preparation of landscape plans, specifications, and reports.
3. Estimate costs using past bids and regional trends, and prepare project cost estimates.
4. Perform complex design work using data collection, analysis, and Landscape Architectural design and methodologies to develop solutions for construction that meet local, state, and federal standards.
5. Provide plan review, construction inspection and observation for the purpose of determining conformance with plans and specifications and timely completion.
6. Provide technical Landscape Architectural support in areas such as system optimization, project development, and maintenance planning activities to various departments, management staff, and other agencies.
7. Investigate, prepare, and present technical reports, council resolutions of projects, and presentations both within the City and at public meetings.
8. Lead development of standards and practices for all parks assets and public greenspace, including project development and management, landscape maintenance, asset integrity and preservation, stormwater management, erosion control, general aesthetics, and other Landscape Architectural concerns.
9. Lead capital improvement projects, prepare necessary reports and presentations, and communicate results.
10. Plan, attend, and speak at public hearings and meetings.
11. Train personnel in the correct and safe methods and procedures necessary to accomplish their assigned work.
12. Operate computers to prepare, review, and edit Landscape Architectural drawings, data analysis and cost estimations through spreadsheet software; prepare project memorandums and reports.
13. Attend training sessions as required.
14. Be an effective team member by exhibiting self-motivation, supporting other employees in handling tasks, interacting effectively and respectfully with others, showing a desire to contribute to the team effort, accepting assignments willingly, and completing tasks within agreed upon timelines.
15. Coordinate with various City departments, other government agencies, and community groups to develop methods of sharing resources, minimizing duplication, and simplifying procedures.
16. Provide training on new or modified procedures and policies to all affected parties.
17. Coordinate and perform Landscape Architectural work functions and programs for the City.

18. In collaboration with the supervisor, organize and direct the work activities of assigned team, determine work priorities, assignments, and work schedules, and monitor progress to ensure all required work is completed in a timely manner.
19. Provide input on decisions regarding the hiring processes and onboarding procedures of personnel.
20. Establish and maintain positive working relationship with the supervisor and employees by maintaining two-way communication, producing consistent results, advocating for the team when appropriate, and offering expertise to improve processes, systems, and the organization.
21. Other duties may be assigned.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Bachelor's Degree in Landscape Architecture or a related professional field from an accredited college or university, plus five (5) years of full-time, related work experience as a professionally licensed Landscape Architect; OR a minimum of nine (9) years of related education and/or full-time, verifiable experience as a professionally licensed Landscape Architect. A Master's Degree in Landscape Architecture may be substituted for two (2) years of experience.
2. License Requirements
 - A. Possess and maintain a valid Minnesota Class D driver's license or privilege.
 - B. Licensure as a Professional Landscape Architect with the ability to become licensed in the state of Minnesota within six (6) months of the date of hire.
3. Knowledge Requirements
 - A. Knowledge of recognized and acceptable Landscape Architecture standards and practice for certification of plans, specifications, and reports.
 - B. Knowledge of drafting, mapping, design, and layout principles, methods, and techniques.
 - C. Knowledge of various construction methods, equipment, and materials used in Landscape Architecture.
 - D. Knowledge of the use of landscape design equipment, charts, maps, and tables.
 - E. Knowledge of surveying methods and instruments.
 - F. Knowledge of regulatory agencies and their rules affecting design and construction.
 - G. Knowledge of safety principles and practices.
 - H. Knowledge of problem-solving and conflict-resolution techniques.
 - I. Knowledge of, or the ability to learn, City policies and procedures.
 - J. Knowledge of federal, state, and local laws, statutes, regulations, codes, and standards related to the area of responsibility.
 - K. Knowledge of effective leadership and personnel practices.
4. Skill Requirements
 - A. Skill in the use of landscape design equipment, charts, maps, and tables.
 - B. Skill in drafting and mapping.
 - C. Strong office equipment and computer skills, including word processing, database, spreadsheet, presentation, GIS, and CAD applications.
 - D. Skill in communicating clearly and concisely—verbally, graphically, and in writing—to effectively consult with the public, professionals, and coworkers.
 - E. Skill in managing one's own time and the time of others.
 - F. Skill in completing assignments accurately and with attention to detail.
 - G. Skill in mediation and dispute resolution.

- H. Skill in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

5. Ability Requirements

- A. Ability to prepare specifications, technical reports, resolutions, and petitions.
- B. Ability to perform design and layout work.
- C. Ability to interpret construction plans and specifications and inspect them during implementation to ensure conformance with plans and specifications.
- D. Ability to apply Landscape Architecture principles and practices.
- E. Ability to estimate construction costs, including labor and materials, for proposed work.
- F. Ability to promote and develop an effective work area team.
- G. Ability to supervise and direct employee work activities of assigned team and evaluate working relationships with staff, other employees, the general public, and other governmental agencies.
- H. Ability to gather, analyze, and interpret data, and make recommendations on that basis.
- I. Ability to conduct necessary technical research and compile comprehensive reports.
- J. Ability to communicate effectively, orally, graphically, and in writing.
- K. Ability to understand and implement oral and written instructions.
- L. Ability to establish and maintain effective working relationships with coworkers, outside agencies, contractors, consultants, and the general public.
- M. Ability to operate computers.
- N. Ability to create and maintain a positive working environment that welcomes diversity, ensures cooperation, and promotes respect by sharing expertise with team members, fostering safe work practices, and developing trusting work relationships.
- O. Ability to communicate and interact effectively with members of the public.
- P. Ability to recognize, analyze, and solve a variety of problems.
- Q. Ability to organize and prioritize work while meeting multiple deadlines.
- R. Ability to handle difficult and stressful situations with professional composure.
- S. Ability to work successfully as a member of a team and independently without direct supervision.
- T. Ability to train and lead others.
- U. Ability to interpret and apply laws, contracts, regulations, policies, and procedures.
- V. Ability to enforce safety rules and regulations.
- W. Ability to maintain confidential information.
- X. Ability to demonstrate dependability, responsibility, and consistency in job performance.
- Y. Ability to attend work as scheduled and/or required.

Physical Demands

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items such as record boxes. The work may require specific, but common, physical characteristics and abilities such as above.

Work Environment

The work environment involves moderate risks or discomforts requiring special safety precautions (e.g., working around moving parts, carts, or machines, or with contagious diseases or irritant chemicals). Employees may be required to use protective clothing or gear such as masks, gowns, coats, boots, goggles, gloves, or shields.

HR:	Union:	EEOC:	CSB:	Class No:
WC:	Pay:	EEOF:	CC:	Resolution: