

CITY OF MADISON POSITION DESCRIPTION

1. Name of Employee (or "vacant"):

vacant

Work Phone:

2. Class Title (i.e. payroll title):

Landscape Architect 1

3. Working Title (if any):

Landscape Architect

4. Name & Class of First-Line Supervisor:

Kay Rutledge, Planning and Development Manager

Work Phone: 266-4714

5. Department, Division & Section:

Public Works, Parks, Planning Section

6. Work Address:

210 Martin Luther King, Jr. Blvd., Madison, WI 53701

7. Hours/Week: 40

Start time: 8 AM End time: 4:30 PM

8. Date of hire in this position:

9. From approximately what date has employee performed the work currently assigned:

10. Position Summary:

Assist in the development and implementation of the City of Madison, Parks Division annual Capital Improvement budget. Responsibilities include estimating the costs, preparing the Public Works contracts, bidding and monitoring the construction of each project. Assist in developing the master plans for all parklands from which the capital improvement projects evolve. Review development projects for impacts to the park system.

11. Functions and Worker Activities: (Do NOT include duties done on an "Out-of-Class" basis.)

20% A. Perform Park Master Planning Activities

1. Assist in the identification, acquisition and site selection of future park lands and open spaces as required under the subdivision ordinance.
2. Work with neighborhood associations and staff in developing park master plans for all newly acquired parklands and/or revisions of existing park master plans.

3. Assist all Park Division personnel and the general public in the interpretation and implementation of the Park and Open Space Plan as needed.
 4. Prepare presentation drawings and exhibits as require for approvals by boards/commissions/committees or for public meetings, as needed.
 5. Assist in updating the Park and Open Space Plan and the Long Range Plan for the park system.
- 50% B. Implement the Annual Capital Improvement Budget
1. Prepare plans and specifications, acquire necessary board approvals and put out for bid through Public Works contract projects as budgeted for in the annual budget.
 2. Prepare permit applications to the DNR or Army Corp of Engineers as required for project approval.
 3. Manage the construction of the projects, i.e., pre-construction meetings, survey and layout, construction inspections, prepare utility as-builts, etc.
 4. Administer the public works contract for the projects, i.e., approve payment requests, prepare change orders, maintain reports and records in project file, close out contracts, etc.
 5. Supervise construction and installation of park related projects other than by public works contract, i.e., in-house by Park Division construction crew or by purchase order. Also coordinates projects that may include work by City forces and public works contract.
- 10% C. Prepare Annual Capital Budget
1. Prepare preliminary budget by compiling budget requests provided by park staff, neighborhood associations or other City personnel and preparing cost estimates and concise narrative summary for each.
 2. Meet with staff and Park Commission to evaluate, eliminate and re-estimate preliminary budget in an attempt to meet predetermined budget goals.
 3. Complete spreadsheets and other budget summary documents and revisions and updates until approved by the Common Council.
- 10% D. Review Development Projects
1. Assist in the review of development projects to determine impact to park facilities
 2. Calculate impact fees to be assessed due to impact to park facilities from the development project
 3. Identify additional features (trail connections, potential land dedications) that may be considered.
 4. Summarize recommendations and track development project in system until fees are paid and all improvement completed.
- 10% E. Perform other Park Division-related Projects
1. Organize and/or attend various neighborhood or City-related meetings as required.
 2. Consult with other City departments/divisions on projects that affect or impact the Park Division.
 3. Write memos and associated correspondence to the City Council, alder persons, contractors, public and private officials as required, relating to Park Division projects and procedures.
 4. Prepare grant applications where applicable in an attempt to secure alternative funding sources for Park Division projects. Includes presenting plans and specifications to funding source boards for approval.
 5. Respond to phone calls from public, Council, vendors, and contractors with concerns or comments on Park projects, uses, history, inventory or budget.
 6. Serve as department, division or City representative on committees in advisory capacity.
 7. Research new products and procedures for park use, construction, etc.
 8. Assist in the preparation of monthly and annual reports for publication.
 9. Chair or participate in staff teams related to design of parks or park/site amenities or features/improvements.

- 10. Research and increase knowledge of changing trends in recreation and neighborhood composition (demographics) for master plan and Park and Open Space review.
- 11. Provide staff support to the Park Commission and various committees and sub-committees.

12. Primary knowledge, skills and abilities required:

Thorough knowledge in construction practices, layout and design, and horticulture, as gained typically through an accredited landscape architecture program. Demonstrate an understanding of related fields such as engineering, surveying, and planning. Also must show competent organizational skills and the ability to work with a wide range of people. Ability to maintain adequate attendance and flexibility to attend work-related meetings outside of the standard work day. Knowledge and understanding of ordinances/statutes relative to property rights, stormwater, and related environmental WDNR requirements.

13. Special tools and equipment required:

Must have a thorough knowledge in using surveying equipment and techniques. Also knowledge of CADD design (Microstation), Microsoft Office Suite, copier, camera, drafting equipment, planimeter.

14. Required licenses and/or registration:

WI Department of Regulation and Licensing – Landscape Architect or ability to obtain within one year.

15. Physical requirements:

Light lifting; ability to traverse difficult terrain; setting up surveying equipment; pounding in hardwood stakes and grade stakes; climbing and walking around potential parklands.

16. Supervision received (level and type):

Direct supervision from Park Planning and Development Manager and Landscape Architect 4; also from Park Superintendent. Weekly staff meetings and advisory updates.

17. Leadership Responsibilities:

- This position: is responsible for supervisory activities (Supervisory Analysis Form attached).
 has no leadership responsibility.
 provides general leadership (please provide detail under Function Statement).

18. Employee Acknowledgment:

- I prepared this form and believe that it accurately describes my position.
 I have been provided with this description of my assignment by my supervisor.
 Other comments (see attached).

EMPLOYEE

DATE

19. Supervisor Statement:

- I have prepared this form and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and believe that it accurately describes this position.
- I have reviewed this form, as prepared by the employee, and find that it differs from my assessment of the position. I have discussed these concerns with the employee and provided them with my written comments (which are attached).
- I do not believe that the document should be used as the official description of this position (i.e., for purposes of official decisions).
- Other comments (see attached).

SUPERVISOR

DATE

Note: Instructions and additional forms are available from the Human Resources Dept., Room 501, City-County Bldg. or by calling 266-4615.