

LANDSCAPE ARCHITECT 1 - 4

Comment [c1]: Document Services: Delete
Landscape-ser when the draft becomes final.

SERIES DESCRIPTION

General Responsibilities:

This class series is designed to describe professional landscape architectural work performed in association with the development and construction of City parks, park lands, and facilities. Positions in these classes are normally found in the Parks Division.

This series is structured to provide for career progression from Landscape Architect 1 to 2 and 2 to 3 based on increased employee expertise and responsibility, independence of action, complexity of projects, and experience with and knowledge of City parks planning and development, and administrative processes associated with landscape architectural work and public works construction work.

The various levels of the Landscape Architect series are structured as follows:

Landscape Architect 1 (CG 18, Range 06)

This is entry level professional landscape architectural work performed in the office and/or field in connection with the design, construction, and inspection of parks and related facilities. Assignments are received from the Park Planning Supervisor who defines the scope of the work, reviews work in progress and upon completion. The work is characterized by the application of theoretical professional architectural expertise.

Landscape Architect 2 (CG 18, Range 08)

This is intermediate level professional landscape architectural work performed in the office and/or field in connection with the design, construction, and inspection of parks and related facilities. Assignments are received from the Park Planning Supervisor who defines the scope of the work, reviews the work in progress and upon completion. The work is characterized by the application of expanded professional architectural expertise encompassing both theoretical concepts and operational considerations gained through directly related experience.

Landscape Architect 3 (CG 18, Range 10)

This is fully skilled professional landscape architectural work performed in the office and/or field in connection with the design, construction, and inspection of a wide variety of parks and related facilities incorporating repairs, alterations, and revisions. Assignments are received from the Park Planning Supervisor who generally defines the scope of the work; and reviews the work for conformance with objectives. The work is characterized by the exercise of considerable technical and professional judgment, the broader application of professional landscape architectural expertise and proficiency in the operational and procedural aspects of the work, and the increased complexity of the projects.

Landscape Architect 4 (CG 18, Range 12)

This is advanced-level professional landscape architectural and project supervision work performed in the office and/or field in connection with the planning, design management and construction of a wide variety of Parks projects. Assignments are received from the Park Planning Supervisor and the work involves the application of independent professional judgment to define the project; determine the best methods of addressing the situation(s), including the assignment of project components to consultants, contractors and lower level staff; and the professional certification of the results. The work is performed under general direction.

Examples of Duties and Responsibilities:

Landscape Architect 1

Assist in the design and construction of parks and related facilities. Participate in the development and implementation of parks capital improvement budgets. Prepare landscape architectural plans, designs, and specifications. Coordinate design activities with City agencies and boards, contractors, and other entities as necessary.

Draft plans and specifications using both conventional methods and CADD.

Obtain technical data in the field pertaining to construction sites, current building construction, etc. Consult with interested parties to define the scope of the projects and design parameters. Perform basic landscape architectural-related research. Assist in the parks master plan activities.

Develop landscape architectural drawings, including site plans, building plans, elevations, sections, and details (incorporating basic survey information). Prepare construction specifications. Prepare construction cost estimates.

Answer technical questions from the public, City staff, and elected officials about landscape architectural considerations and plans. Attend public hearings and other public information meetings with the Park Planning Supervisor and/or Senior Landscape Architects and provide project-related information as requested.

Present or assist in the presentation of projects to the Board of Public Works and others. Coordinate and conduct or assist in conducting informational (i.e., pre-bid and preconstruction) meetings.

Consult with contractors and troubleshoot contractor problems in connection with construction projects and bids. Inspect construction work to insure compliance with contracts and codes. Prepare inspection reports.

Assist in the review of consultant-prepared plans and specifications for compliance with City, State, and Federal regulations and building codes.

Maintain records, files and reference materials. Carry out necessary City procedures such as issuing notifications to begin work, approving partial payments, coordinating bid processes,

and performing project closeout. Prepare narrative and statistical reports, drawings and other materials as necessary.

Prepare permit applications to the Department of Natural Resources or Army Corp. of Engineers as required for project approval.

Prepare grant applications to secure alternate/additional funding sources for Parks Division projects. Present plans and specifications to funding source boards for approval.

Assist in the identification, acquisition and site selection of future park lands and open spaces in accordance with the subdivision ordinance. Work with neighborhood associations and Parks Division staff in developing Park Master Plans for all newly acquired park lands and/or revisions of existing plans.

Perform related work as required.

Landscape Architect 2

Perform all work of a Landscape Architect 1 with greater professional expertise and responsibility for the completion of major parks development projects including the development and implementation of parks capital improvement budgets.

Prepare project and construction cost estimates and approve contractor payment. Prepare final assessments.

Perform special landscape architectural studies including construction materials studies and tests.

Review consultant-prepared plans and specification for compliance with City, State, and Federal regulations, standards, policies and building codes.

Coordinate project components and schedules with other departments and agencies.

Perform related work as required.

Landscape Architect 3

Perform all work of a Landscape Architect 2 with the application of broader professional expertise and independent responsibility for the completion and management of major project components incorporating the development and implementation of parks capital improvement budgets.

Prepare and/or coordinate the preparation of designs, plans and specifications for a wide variety of City public works construction projects. Provide leadership and guidance to subordinates as may be required.

Prepare project and construction cost estimates and approve contractor payment. Prepare final assessments.

Perform special landscape architectural studies including construction materials studies and tests.

Review consultant-prepared plans and specification for compliance with City, State, and Federal regulations, standards, policies and building codes.

Coordinate project components and schedules with other departments and agencies.

Perform related work as required.

Landscape Architect 4

Perform all work of Landscape Architect 3 with increased professional expertise, independent responsibility for the completion of major projects, and emphasis on project leadership and management.

Determine the nature and scope of an assigned project and decide what aspects of the work will be assigned to consultants, contractors, and lower level staff. Plan and schedule all aspects of the project and review status regularly with staff. Provide training to lower level staff. Sign off plans and specifications.

Attend public hearings and informational meetings with staff or independently. Deal with more complex professional landscape architectural issues and provide advice and assistance to lower level staff relative to public presentations.

Participate in the prioritization of projects and the preparation of estimates for the Capital Budget process.

Coordinate projects with consulting engineers; private/public utilities; state, county and other governmental units; and other individuals and entities.

Supervise the preparation of special evaluations and fiscal reports.

Perform related work as required.

QUALIFICATIONS

Knowledges, Skills and Abilities:

Landscape Architect 1 and Landscape Architect 2

Working knowledge of the principles, theories, and practices of landscape architecture, particular as they relate to the design and coordination of parks public works construction projects. Working knowledge of the methods and techniques associated with the construction and inspection of public works projects. Ability to make landscape architectural computations and document them. Ability to conduct basic land surveys and establish design parameters. Ability to perform or learn how to perform computer-aided design and spreadsheet analysis. Ability to exercise professional expertise in the resolution of landscape architectural problems. Ability to collect, analyze, and compile data and prepare technical

reports. Ability to develop and maintain financial records and budgets. Ability to communicate effectively, both orally and in writing. Ability to speak before groups. Ability to develop and maintain effective relationships with supervisors, co-workers, contractors, the general public and other parties. Ability to maintain accurate records. Ability to inspect public works construction projects.

Landscape Architect 2

All of the above plus: Thorough knowledge of the full range of those landscape architecture principles and practices specific to the design and construction of Parks Public Works construction practices. Thorough knowledge of the procedural aspects of the City's contracting and capital budgeting processes. Ability to independently design and/or coordinate projects and provide necessary follow-through to completion. Ability to exercise significant professional architectural expertise and judgment in the resolution of landscape architectural problems. Ability to speak before large groups and answer technical questions.

Landscape Architect 3

All of the above plus: Enhanced knowledge of the application of landscape architectural theories. Ability to work with increasing independence in more challenging environments. Ability to maintain adequate attendance.

Landscape Architect 4

All of the above plus: Ability to manage major landscape architectural projects encompassing the efforts of contractors, consultants, and lower level staff. Ability to develop and manage related fiscal considerations and prepare all associated reports and recommendations. Ability to supervise assigned professional and field staff.

Training and Experience:

Landscape Architect 1

Graduation from an accredited college or university with a degree in landscape architecture or a closely related field.

Landscape Architect 2

One year of professional architectural experience at the Landscape Architect I level with the City of Madison.

Landscape Architect 3

One year of professional architectural experience at the Landscape Architect II level with the City of Madison.

Landscape Architect 4

One year of professional landscape architectural experience at the Landscape Architect 3 level with the City of Madison including project coordination and leadership responsibilities.

All Levels

Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledges, skills, and abilities necessary to perform the duties of this positions will also be considered.

Necessary Special Qualifications:

Landscape Architect 1, 2 and 3

Possession of a valid Wisconsin driver's license or the ability to meet the transportation needs of the position.

Landscape Architect 2, 3 and 4

Registration as a Professional Landscape Architect with the State of Wisconsin.

Department/Division	Comp. Group	Range
Landscape Architect 1	18	06
Landscape Architect 2	18	08
Landscape Architect 3	18	10
Landscape Architect 4	18	12

Approved: _____ Date
Roger Goodwin
Interim Human Resources Director