

LANDSCAPE ARCHITECT

DEFINITION

Provides technical advice to District personnel, commissioned landscape architects, and consulting engineers, and provides direction over landscaping operations, including the review and certification of design plans.

TYPICAL DUTIES

Designs, prepares, and provides professional certification of complete plans and specifications for landscaping, irrigation systems, and related grading for grounds improvement projects. Supervises the preparation of sketches and preliminary drawings for landscaping and alterations to existing landscaping.

Submits recommendations for commissioning of landscape architects by the District.

Conducts research, prepares cost estimates, recommends partial and final payments, and prepares reports on landscape and irrigation systems projects, equipment, and installation methods and their costs.

Develops recommendations, programs, and reports on District landscaping and irrigation systems. Evaluates and reports on water conservation landscape and irrigation systems.

Reviews scope of work, plans, and specifications for compliance with District guidelines and design policies.

Prepares, reviews, and approves change orders for landscape and irrigation system work.

Makes field investigations and gathers data related to landscaping work.

Prepares and maintains landscape standards and specifications to assure conformance to building codes, ordinances, and safety requirements and to improve the quality and economy of construction, maintenance, and operation.

Prepares and negotiates task order agreements.

Confers with and advises District personnel, vendors, contractors, manufacturers' representatives, and officials of other public agencies, on matters pertaining to the District's landscaping guides.

Prepares policy and procedures for landscape-related practices.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Landscape Architect provides technical direction to District landscaping personnel, commissioned landscape architects, and consulting engineers and reviews the work of commissioned landscape architects.

A Senior Facilities Project Manager provides direction and oversees all activities of several assigned Facilities Project Managers, level I and II, and assistant Project Managers, and assists in the administration of a Branch or Region.

The Director of Architectural and Engineering Services is the administrative head of a multi-unit organization, which includes the architectural, engineering, energy, and sustainability units.

SUPERVISION

General supervision is received from the Senior Facilities Project Manager or the Director of Architectural and Engineering Services. Technical supervision is exercised over the preparation of contract drawings.

CLASS QUALIFICATIONS

Knowledge of:

Applicable state and local codes pertaining to landscaping and school construction
Principles and standard practices of landscape architecture
Principles, practices, and current trends in sustainability related to landscaping and irrigation systems
Architecture and civil and mechanical engineering as related to grading, drainage, irrigation, and soil erosion
Plant characteristics, their suitability for school usage, and the relation to climactic and soil conditions
Functional site planning and school sites
AutoCAD or other recognized major computer-aided design software system
Microsoft Word, Excel, and Outlook

Ability to:

Select appropriate plants, grasses, synthetic turf, trees, and shrubbery for specific purposes
Design irrigation systems for efficiency and conservation of water
Inspect landscape projects and irrigation systems for conformance to approved plans and specifications
Estimate landscaping and irrigation system costs
Effectively utilize AutoCAD software to create and update mechanical engineering plans and designs
Write clear, concise directions and reports
Work effectively with commissioned architects, landscape architects, and District personnel

Special Physical Requirements:

Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, pull, and lift up to 50 pounds.
Ability to work safely in confined spaces and uneven surfaces
Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from high school or evidence of equivalent educational proficiency.

Special:

A valid certificate of Registration as a licensed Landscape Architect issued by the California State Board of Landscape Architects.
An IA Certified Landscape Irrigation Auditor Certification is required by completion of the probationary period.
A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Revised
12-07-15
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