

GENERAL DESCRIPTION OF CLASS

The LANDSCAPE ARCHITECT plans and directs through designs, estimates, specifications, and construction plans and drawings, the development of facilities for State parks, rest areas, view points, roadsides, and other agency properties designated for functional and aesthetic improvements; and through planning, develops strategies for the management and preservation of natural and cultural resources. This employee is a professional designer/planner of major projects.

DISTINGUISHING FEATURES

This is a single classification and not currently part of a series of classes.

DUTIES AND RESPONSIBILITIES

- 1.Planning.** Typical tasks: conducts studies related to project planning to determine design requirements, including research and analysis of plans and proposals from various sources such as property owners and other agencies, and to determine impact on State parks; determines appropriate use of park or highway lands and resources; aides the supervisor in developing master plans for parks or highway environments by conducting research, reviewing, and analyzing long-range plans and problem solution alternatives; conducts special area or topic planning studies in conjunction with other agencies and jurisdictions; drafts rules for adoption under the Administrative Practices Act.
- 2.Coordination.** Typical tasks: coordinates plans and construction of improvement projects with other departmental officers and with cooperating local or Federal authorities; coordinates field layout and construction of trails, parking, and picnicking areas or plantings on highway roadsides by providing on-site technical assistance to the project manager.
- 3.Preliminary and Final Design.** Typical tasks: designs and assists designers in the design of major structures; determines space needs; is responsible for all phases of design from schematic design and design development to providing technical assistance to the contractor during the bidding process and during the actual construction of the project; reviews contractor submittals to determine conformance to the intent of the plans and specifications; provides predesign consultation in the hiring of consulting architects reviewing applicants qualifications, evaluating relative qualifying factors of various architectural firms, and recommending the qualifying firm to be selected to design the proposed project; predesign consultation includes the full range of design work including facilities, programming, schematic designs, schedules, project feasibility, presentations, data coordination, and interpretations of building code regulations.
- 4.Public Contact.** Typical tasks: acts as agency representative and advocate in public meetings and hearings; schedules and conducts public meetings and hearings; encourages discussion of alternative viewpoints for facilities development and management; mediates opposing views among groups to resolve conflicts of land use and development; consults with special interest groups, private individuals, and government agencies about park development and land-use planning; prepares and presents written, graphic, and verbal material for general public, government agencies, advisory committees, and new sources.

5. Miscellaneous. Typical tasks: assists other related classified employees by providing technical advice, reviewing the work, and coordinating the development of major projects to ensure that all work meets State and local codes and ordinances and that projects are designed and built within budgetary constraints and completed on time; provides the full range of architect work from conception through all stages of preparation to completion on major projects.

RELATIONSHIPS WITH OTHERS

Employees in this class have daily in person contact with agency designers and engineers to discuss and coordinate projects. They have periodic contact with other units or sections of the agency, in person or by memo, to obtain relay data or information, or to provide advice or consultation regarding projects. They have regular contact with the public, county, and city officials to conduct public meetings and hearings and to review land use plans.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a supervisor who assigns work orally or in written instructions. Work is reviewed on an informal basis daily, to discuss and resolve technical design or public contact issues, to discuss concepts and plans and to determine project direction.

Employees in this class follow applicable State and Federal highway administration rules and regulations, city and county ordinances, manuals relating to highway horticulture and irrigation design, and agency policies and procedures to ensure that guidelines are followed in designing, specifying, and constructing roadside development projects.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

Extensive knowledge of the principles and practices of landscape architecture, including ornamental and native plant materials, accepted horticultural practices, and soil types.
 Extensive knowledge of plant materials and composition.
 Extensive knowledge of soil erosion control methods and practices.

Skill in communicating clearly and concisely (verbally and in writing) for talks, reports, and participation in conferences.

Skill in evaluating, proposing, and documenting solutions for major facilities.

Skill in independently conducting site analysis of the project properties to determine and document landscape conditions.

Skill in determining appropriate methods and practices for landscape designs.

Skill in preparing cost estimates and bid proposals for the improvement of State-owned park and highway grounds.

Skill in computing areas for trees, shrubs, and ground cover which involves allowing for the growth of plants and trees, accounting for slope factors, and figuring the plant/tree survival rate.

Skill in reading plans and maps.

Skill in following verbal and written instructions.

Skill in writing clear and understandable specifications.

Skill in preparing detailed plant lists and landscape, planting, and grading plans.

Skill in small structure design.

Ability to establish and maintain satisfactory working relationships with employees, department personnel, private contractors, local, State, and Federal agency officials and the general public.

Ability to learn agency policies and procedures.

Ability to use computers for data retrieval, word processing, and graphics.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.