

CITY OF SIMI VALLEY

LANDSCAPE ARCHITECT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, performs professional landscape architectural work as a project landscape architect in the design and preparation of plans, specifications, and cost estimates for the development and rehabilitation of capital improvement projects and landscape architectural projects; designs and redesigns facilities and landscaped areas.

Exercises direct supervision over professional staff as required.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class. Employees perform the most difficult and responsible type of duties assigned to the class including supervision of assigned professional and technical staff and review of the most complex projects. Employees at this level are required to be fully trained in all procedures related to landscape architecture and have an acute awareness of the importance of customer service.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Responsible for the review and approval of design, construction plans and site inspections of all landscape improvements related to the private development throughout the City.
2. Prepare landscape design and construction plans and cost estimates for City projects and for rights-of-way.
3. Assist the Planning Commission and City Council with the development of landscape guidelines, landscape beautification programs, street tree programs, comprehensive streetscape design plans, and related programs intended to enhance the physical quality of the City.
4. Meet and confer with other departments and government agencies in coordinating City activities and inspections.
5. Research, prepare and present oral and written reports, letters and memoranda; prepare charts, graphs and visual aids.
6. Attend and make presentations to staff review committee, Planning Commission and City Council meetings.
7. Assist developers and contractors with technical questions or interpretations regarding the City's landscape standards.
8. Respond to citizen inquiries and complaints regarding street trees and landscape requirements.
9. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures related to the development permitting system.

10. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Landscape architectural design, construction, and engineering principles and practices.
Knowledge of the use and adaptability requirements of both native and cultivated plants, shrubs, and trees in different landscaping situations.
Methods, materials and techniques in the construction, maintenance and repair of landscaped areas and sprinkler systems.
Ability to calculate angular, linear and area measurements.
Ability to compute volumes and quantities.
Modern and complex principles of plan checking.
Principles and practices of record keeping.
Principles of business letter writing and basic report preparation.
Principles of supervision, training and performance evaluation.
Computer systems and word processing and spreadsheet software.

Ability to:

Perform advanced journey level plan checking, environmental review, policy analysis and project review activities.
Analyze and compile technical and statistical information.
Interpret plans, drawings, blueprints and specifications.
Evaluate and analyze the components of a project and determine what regulations are affected.
Supervise, organize and review the work of staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Respond to difficult and sensitive public inquiries.
Speak in public and make effective presentations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture or closely related field.

Experience:

Four years of responsible and varied professional landscape architectural experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of, or ability to obtain, a California Certificate of Registration as a Professional Landscape Architect within one year of employment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to sit and/or stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

Adopted: September 2003
Johnson & Associates

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