

City of South San Francisco
Human Resources Department

Landscape Architect
Class Description

Definition

Under general direction, performs professional landscape architectural duties associated with the design, construction and maintenance of City parks and landscape projects; reviews private development plans; and manages Landscape and Lighting Maintenance Districts.

Distinguishing Characteristics

The classification of Landscape Architect is distinguished from other mid-management positions by its specialized focus on the design, construction and project management responsibilities in support of City parks and landscaped areas. Work is performed with considerable independence.

Typical and Important Duties

1. Serves as project manager in the design and construction of City parks and landscape projects.
2. Prepares master plans for park facilities.
3. Provides park development project administration including monitoring contracts through completion, conducting pre-bid and pre-construction meetings, processing change orders, reviewing pay requests, and maintaining project files.
4. Provides construction oversight and coordinates for the inspection of projects to ensure work is performed according to City standards, plans, and specifications.
5. Prepares Scopes of Work, Requests for Proposals, Requests for Qualifications and contract documents to obtain professional services.
6. Reviews and determines feasibility of specific designs and approves landscape architectural plans for parks and landscape areas.
7. Oversees maintenance and renovation of City parks and public landscapes, including park maintenance, tree replacements, playground renovations, and lawn conversion.
8. Conducts research on a variety of park and landscape issues.
9. Prepares applications for various permits related to City development projects.
10. Reviews private development plans for conformance to City standards.
11. Oversees the work of consultants.
12. Interprets and explains City policies and procedures to outside entities including contractors, developers, government agencies and the public.
13. Oversees water efficient landscape ordinance (WELO), ensuring compliance.
14. Manages Landscape and Lighting Maintenance Districts.
15. Manages the Heritage Tree Ordinance and Street Tree Ordinance to include field reviews and interacting with residents and neighbors on tree issues.

16. May serve as the staff liaison to the Beautification Committee and Cultural Arts Commission, and participates in public art projects and community programs; makes community presentations and assists citizens with understanding the City process.
17. Prepare recommendations and Staff Reports for City Council, Parks and Recreation Commission, and Cultural Arts Commission, attend meetings and make presentations as assigned;
18. Performs related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Principles, methods, and practices of park planning and landscape architecture.
- Principles, practices, methods and materials used in the construction of parks and landscape facilities including contract administration.
- Environmental laws and regulations as they pertain to park and landscape facility construction.
- Principles of sustainability including water conservation, storm water treatment and retention, native and drought tolerant plant and tree palettes, and Bay-Friendly Landscape Guidelines;
- Principles of trail and open space land management;
- Modern office procedures, methods, computer equipment and software.
- Principles and practices of operational and capital budget development and administration.
- Pertinent laws, rules and regulations.
- Techniques of effective public presentations.
- Principles and practices of advanced project management.

Ability to:

- Prepare detailed park and landscape design plans and construction specifications.
- Tree and plant species and the suitability of each to climatic and soil conditions.
- Develop and implement improvements to systems, organization and operations with the division.
- Read and interpret construction plans, specifications and related documents; estimate labor and material costs for projects.
- Acquire a thorough knowledge of Department policies and a working knowledge of applicable City policies.
- Communicate effectively in writing, orally and with others to assimilate, understand and convey information, in a manner consistent with job functions.
- Represent the City and the department effectively in contacts with representatives of other agencies, City departments, public officials and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work, such as with employees, labor unions, officials, contractors and the public.
- Take a proactive approach to customer service issues.
- Work in a safe manner, modeling correct City safety practices and procedures; coach others and enforce adherence to safety police and procedures; identify and correct safety hazards.

- Maintain confidentiality regarding sensitive information.
- Troubleshoot problems and determine materials and supplies required for maintenance, repair and other projects.
- Read, interpret and accurately apply a variety of federal, state and local rules and regulations.
- Provide appropriate advice and assistance on problems to obtain effective results.
- Keep accurate records.
- Prepare complex reports and analyses; prepare clear, concise and complete written reports.
- Review organizational and administrative problems and recommend and implement an effective course of action.
- Use initiative and independent judgment with established policy and procedural guidelines.
- Organize own work, set priorities, meet critical deadlines and follow-up on assignments with a minimum of direction.
- Make process improvement changes to streamline procedures; develop and implement procedures and systems.
- Effectively oversee and coordinate a variety of programs and projects.
- Exercise a high degree of interpersonal skills in dealing with a variety of managers and support staff.
- May serve as Acting Department Head in her absence.

Skill in:

- Driving a variety of vehicles safely.
 - Using office related computers, copiers, software, Photoshop, AutoCAD, InDesign, Excel, and Sketch-Up.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Five years of progressively responsible experience in landscape architecture, including project management.

Training: A bachelor's degree from an accredited college or university in Landscape Architecture or related field is required; incumbent must retain certification as a licensed Landscape Architect.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist and maintain sustained posture in a seated or standing position

for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone and to make public presentations; lift and carry 25 pound boxes and materials.

Work Environment: Mobility to work in a typical office and/or field setting; exposure to cold, heat, noise, outdoors, inclement weather, dust, dirt, vibration, chemicals, traffic, traffic hazards, confining workspace, mechanical hazards, electrical hazards and explosive hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved:	June 2017
Revised Date:	
Title Change:	
Abolished:	
Bargaining Unit:	Mid Management
ADA Review:	2017
DOT:	No
Physical:	Class 3
Status:	Classified/Exempt
EEOC Category	EF1\EJ2
Job Code	M815

ADA Documentation of Essential Duties

1. SDE
2. SME
3. SDE
4. SDE
5. SDE
6. SME
7. SDE
8. SME
9. MME
10. SDE
11. SDE
12. SDE
13. SDE
14. SDE
15. MAE
16. MAE
17. SME