

CITY OF HAYWARD

ASSOCIATE LANDSCAPE ARCHITECT

DEFINITION

To perform professional-level technical review and consultation related to landscape design, construction, installation and rehabilitation of landscape and irrigation improvements for the City and private development projects to ensure technical adequacy and compliance with overall landscape goals and regulations of the City.

DISTINGUISHING CHARACTERISTICS

This is the journey-level class performing the full range of landscape architectural functions. Under general supervision, the Associate Landscape Architect performs the full range of assignments with increasing responsibility. Employees at this level are expected to receive occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from that of the Landscape Architect in that the latter is the advanced-journey level class and responsible for more complex and difficult landscape architectural work.

SUPERVISION RECEIVED

Direct supervision is provided by the Planning Manager; may receive functional and technical direction from the Landscape Architect.

SUPERVISION EXERCISED

Assignments may require providing lead and indirect supervision to technical and clerical staff.

ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

Using prescribed methods and procedures, performs assignments for the City's landscaping projects, tree preservation and code enforcement activities among City agencies, other governmental agencies, contractors, interested civic organizations and individuals in the community.

Evaluates the role of work tasks in accomplishing a larger landscape project, and related issues.

Plan, prioritize, assign, supervise and review the work of administrative support staff involved in duties related to area of assignment.

Applies sustainable and holistic site planning and landscape architecture design principles reviewing landscape plans prepared for development applications and by outside consultants, other public agencies and City departments.

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ESSENTIAL DUTIES (continued):

Applies water efficient landscape principles reviewing site plans, layout plans, grading plans, planting plans, irrigation plans, construction details and specifications for the City and private development projects.

Reviews cost estimates for landscape architectural projects.

Performs field inspections on work in progress to assure proper interpretation of plans and compliance with specifications for the City's landscape projects.

Performs final field inspections for private development projects prior to City issuing Certificate of Occupancy for finalizing building permits.

Evaluates tree pruning and removal permit applications in compliance with Tree Preservation Ordinance and procedures, and issues permits to individuals in the community and developers.

Responds to the public on the phone and in person providing information on City ordinances, policies and landscape requirements. Assists with counter duties as needed.

Assists in the administration of the City's tree preservation, park dedication, and street tree planning and recommending and drafting amendments to the relative ordinances.

Makes personal appearances before the Planning Commission and community groups to discuss and promote public understanding of City landscape architectural projects and beautification efforts. Attends other meetings as necessary.

Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices of landscape architecture and urban design.

Basic engineering principles in grading, drainage, erosion control and paving design.

Current water efficient landscape design principles, techniques, and methods of landscape and irrigation system design, installations, and maintenance.

Use and adaptability requirements of both native and cultivated plants, shrubs, and trees in different landscaping situations.

Familiarity to common plant diseases and pests and ability to research standard methods and procedures used in their control and eradication.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Construction and maintenance methods, materials, and equipment.

Computer applications related to the work.

English usage, spelling, punctuation and grammar.

Ability to:

Participate as a team member in assigned work.

Communicate clearly and concisely, both orally and in writing.

Analyze situations accurately and take effective action.

Review detailed landscape plans including profiles, sketches, color renderings and specifications.

Explain technical information concerning landscape architecture matters and effectively coordinate community groups to attain a desired landscaping goal.

Prepare detailed reports and present information in a complete and effective manner.

Work effectively with other administrative officials, contractors, employees and the general public.

Operate modern office equipment including computer equipment and specialized software applications programs.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Three (3) years of progressively responsible experience in varied professional landscape architecture. Municipal experience is highly desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in landscape architecture, park planning, horticulture, or closely related field.

Licenses and Certificates: Possess and maintain a valid California Class C driver's license.

Possession of a Certificate of Registration as a Landscape Architect in the State of California.

SPECIAL REQUIREMENTS

Essential duties require the following mental and/or physical abilities and work environment: work in a standard office environment and use standard office equipment and current software; make presentations to various groups; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds; converse by telephone, by email, in person, and to small or large groups and be clearly understood; subject to travel to various locations and participation in meetings to conduct City business during day and evening hours. Essential functions must be performed with or without reasonable accommodation.

PROBATIONARY PERIOD: One (1) Year

TBD Associate Landscape Architect

Created: June 2019

EEO Code: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt