

## CITY OF HAYWARD

LANDSCAPE ARCHITECTDEFINITION

To perform professional landscape architectural work and project management; provide technical review and consultation regarding all landscape beautification activities; and to review landscape development plans to ensure technical adequacy and compliance with overall landscape goals and regulations of the City.

DISTINGUISHING CHARACTERISTICS

Landscape Architect is the advanced journey-level class fully qualified to perform the full range of landscape architectural functions. Under general direction performs the more complex and difficult landscape architectural work. It is distinguished from architectural classes by the landscape nature of the assigned projects. This class is distinguished from the Associate Landscape Architect in that the latter performs the journey-level landscape architectural functions.

SUPERVISION RECEIVED

General direction is provided by the Planning Manager.

SUPERVISION EXERCISED

Assignments may require providing functional and technical direction to the Associate Landscape Architect; may also provide lead and indirect supervision to technical and clerical staff.

ESSENTIAL DUTIES

Depending upon assignment, duties may include, but are not limited to, the following:

Using prescribed methods and procedures, coordinates the City's landscaping beautification, open space, park dedication fee administration and tree preservation and code enforcement activities among City agencies, other governmental agencies, contractors, interested civic organizations and individuals in the community.

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.

Administers the City's tree preservation, park dedication, and street tree planning and develops and drafts amendments to the relative ordinances.

ESSENTIAL DUTIES (continued):

Consults with administrators regarding major landscapes, architectural plans, and related projects and issues.

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

Performs field inspections on work in progress to assure proper interpretation of plans and compliance with specifications.

Recommend approval of finished construction for private development projects prior to City issuing Certificate of Occupancy.

Performs special assignments and projects dealing with landscape beautification.

Designs small City landscape projects.

Oversees consultants retained to assist the landscape efforts of the Planning Division.

Prepare cost estimates, analyze cost estimates by outside consultants, and analyze bid results.

Performs related work as necessary.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, techniques, and methods of landscape and landscape irrigation system design, installations, and maintenance.

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

Common plant diseases and pests and standard methods and procedures used in their control and eradication.

Construction and maintenance methods, materials, and equipment.

Computer applications related to the work.

English usage, spelling, punctuation and grammar.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued):

Ability to:

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

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

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

Make effective presentations before community groups and establish sound public relations.

Communicate clearly and concisely, both orally and in writing.

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

Analyze situations accurately and take effective action.

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

EXPERIENCE AND EDUCATION

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: Five (5) years of recent, diversified professional landscape architectural experience; municipal experience is preferred.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in landscape architecture or a 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.

H300 Landscape Architect

December 1980

Revised: July 2001

Revised: July 2019

APP Group: 4

FPPC Status: Designated

FLSA Status: Exempt