



## **JOB DESCRIPTION LANDSCAPE DESIGNER**

### THE POSITION

Under general direction of the Director of Planning and Maintenance, the Landscape Designer performs professional and technical field and office work related to the planning and development of parks and District facilities, which includes planning, design, permitting, construction, and inspection of parks, park site buildings, playgrounds, trails, and open space.

### EXAMPLE OF DUTIES

The essential functions of the position include, but are not limited to:

- Perform professional and technical field and office work in the planning, design, permitting, construction, and inspection of parks, park site buildings, playgrounds, trails, and open space.
- Review and prepare construction plans including street improvements, parking lot improvements, sewer, water, electrical, storm drain, landscape, irrigation, general building and grading plans.
- Prepare documents for public bid including the preparation of written specifications, cost estimates and staff reports.
- Act as project manager on assigned projects and administer awarded construction and consultant contracts.
- Develop and maintain accurate project records and documentation.
- Review and assist in the preparation of construction documentation and reports including; biological and environmental assessments, tree studies, bird studies, geotechnical reports, agronomic soils evaluations, environmental impact reports, and storm water pollution prevention plans.
- Proficiently use AutoCad 2016, and MS Word, Excel, and PowerPoint
- Represent the Park District at Planning Commission, City Council, County Board of Supervisors and other meetings.

The position may perform other related duties as assigned.

### EMPLOYMENT STANDARDS

**Knowledge, Skills and Abilities:** Requires a Bachelor's Degree from an accredited college or university in Civil Engineering, Architecture or Landscape Architecture or a closely related field and a minimum of two (2) years of experience in a municipal setting with increasing responsibility. Requires proficiency in the use of AutoCad 2016 and MS Word, Excel and PowerPoint. Must have excellent written, verbal and presentation skills, and the ability to be proactive, solution oriented, and work independently or as part of a team in a fast-paced environment. Requires the ability to organize work, produce finished products that are accurate and professional, prioritize and meet deadlines, exercise good judgment in interpreting instructions and executing responsibilities, adapt to change in assignments and interruptions, effectively communicate technical and administrative information, and maintain professional, constructive and cooperative working relationships with vendors, the public and co-workers.

**Licenses / Certificates:** Must possess a valid California driver's license with good driving record.

### PHYSICAL ACTIVITY REQUIREMENTS

It is expected that this position will require sitting 70% of the time or more; some lifting and carrying loads up to 20 pounds and occasional lifting, carrying and pushing/pulling loads up to 40 pounds; some bending and climbing stairs; occasional kneeling/squatting, reaching overhead/stretching, and working on rough and/or uneven terrain; frequent handling and dexterity. Position requires the operation of a computer and other general office equipment, and a District vehicle.