

CLASS TITLE: LANDSCAPE ARCHITECT

PURPOSE OF THE CLASSIFICATION: Under direction performs professional planning and design work in the improvement and construction of City parks and recreational land and other related duties that may be assigned.

ESSENTIAL TASKS:

- Prepares working drawings, specifications, planting plans, and construction details of park projects to be implemented
- Conducts site research to investigate topography, drainage, soil type, and other existing features
- Coordinates new construction and renovation projects with division heads, private contractors, and other departments involved
- Prepares construction and planning documents, and receives consultant documents in CADD and/or miscellaneous spreadsheet and word processing formats
- Makes continual evaluation of existing facilities and makes recommendations for improvements
- Supervises the activities of employees involved in construction projects
- Makes presentations to the public and various groups interested in park development
- Prepares and revises specifications for purchases of material to be used in park construction
- Produces cost estimates
- Maintains records, files, and databases concerning parks
- Analyze all existing park playgrounds
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in landscape architecture, parks administration or management, or a closely related field, and three (3) years of experience in landscape architecture or park planning work, including CADD experience. Employee will be eligible for a one step increase upon national certification as a Certified Playground Safety Inspector (CPSI) and six months of employment in the position.

Knowledge, Abilities and Skills: Considerable knowledge of the principles, practices, methods, and techniques used in landscape architecture work; considerable knowledge of CADD, spreadsheet, and word processing software in order to communicate with consultants; considerable knowledge of ornamental horticulture principles and practices; good knowledge of the theory and practice of park management; and good knowledge of the methods and materials used in light construction work. Ability to plan, coordinate, and implement short and long-range goals for park construction and improvement; ability to evaluate existing facilities and make sound recommendations for improvements; ability to use CADD, spreadsheet, and word processing software to set computer CADD standards and produce contract documents; ability to supervise the work of employees engaged in park renovation and construction projects; ability to plan, design, layout, and prepare specifications for complex landscaping projects; ability to speak effectively to large and small groups concerning park projects; and the ability to understand and influence the behavior of others within the organization, customers, or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 20 pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, handling, feeling, climbing, smelling, and twisting; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of an Oklahoma Landscape Architect License; and possession of national certification as a Playground Safety Inspector preferred.

Page 2 (continued from Landscape Architect)

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various City park locations to inspect natural, wooded sites for future facility construction.

Class Code: 1034

EEO Code: E-02

Pay Code: EX-36

Group: Cultural, Legal and Sciences

Series: Sciences

Effective Date: July 09, 2012