

SENIOR LANDSCAPE ARCHITECT

FUNCTION OF THE JOB

Under supervision, to perform senior level professional landscape architectural work in connection with the planning, design, construction and development of the park system, and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Makes site studies and prepares reports relating to the acquisition, maintenance, and development of park sites.
2. Prepares preliminary project plans, cost estimates, and justification statements for operation and capital budgets.
3. Prepares complete plans and specifications for construction projects such as park structures, roads, parking lots and picnic areas, recreational centers, and tree and shrub plantings.
4. Prepares site plans, specifications, request for proposals, bid documents, cost estimates, purchase orders, contracts, and funding applications for approved park projects.
5. Prepares applications and reimbursement claims for state and federal funded programs.
6. Prepares construction drawings showing the alignment, gradient, profile, and cross sections, and evaluates the relationships of these elements to landscape values.
7. Performs field work such as site investigation, field surveys, and project layout.
8. Prepares maps and drawings and required reports for potential land acquisitions, development, and maintenance.
9. Prepares land use analysis studies.
10. Manages and coordinates park development projects.
11. Prepares a variety of studies and reports for presentations to county and public committees and groups.
12. Establishes and maintains effective working relationships with the staff, other organizations, and the public.
13. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the theories, principles, and practices of landscape architecture.
2. Comprehensive knowledge of the principles, methods, and techniques employed in landscape design work.
3. Considerable knowledge of construction principles, practices, methods, and materials.
4. Considerable knowledge of contract administration and project management.
5. Working knowledge of plant material, plant design, and ground cover.
6. Working knowledge of computerized department program software, including GIS and computer aided design programs, internet access, and database, spreadsheet, and word processing programs.
7. Some knowledge of the principles, methods, and techniques employed in city and regional planning.
8. Ability to visualize and execute a complex landscape project from its inception through the successive steps of design, construction, and completion.
9. Ability to manage and coordinate park development projects.
10. Ability to prepare and write specifications for contracts.
11. Ability to prepare professional maps, plans, drawings, and charts for presentations.
12. Ability to independently conduct field studies and surveys.
13. Ability to utilize word processing, database, and spreadsheet programs.
14. Ability to communicate effectively both orally and in writing.

QUALIFICATIONS

Essential Knowledge and Abilities (continued)

15. Ability to establish and maintain effective working relationships with staff, organizations, and the public.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in landscape architecture, civil engineering, architecture, construction management, or a closely related field.
2. Three (3) years of responsible work experience in landscape architecture, civil engineering, architecture, or construction management work.
3. Licensed in the State of Wisconsin as a Landscape Architect, Professional Engineer, or Architect preferred.