

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB098 Landscape Architect
POSITION #/TITLE: 2412 Landscape Architect	Adopted: 07-97
	Revised: 05-14

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Parks	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 12
Reports To Position #/Job Code #/JC Title: 1475/NB212/Parks & Recreation Director	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: Eye, Hand, Head, Reflective Vest, Foot, Hearing	

General Statement of Duties

Plans and designs the construction of new park facilities and remodeling of existing parks; supervises crews involved in construction of same; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of full time employees in City Parks work crews.

Examples of Essential Work (Illustrative Only)

Designs, plans, organizes and oversees the construction activities of Parks & Recreation construction crews;

Provides landscape architectural design and technical assistance services for the Parks & Recreation Department on a wide variety of current and potential projects;

Coordinates annual, monthly and weekly work schedules;

Reviews locations for utilization as potential parks property;

Reviews designated parks property to determine efficient parks layouts;

Conceives, conceptualizes, designs, implements and monitors assigned projects, including the provision of landscape architectural services;

Provides design and technical assistance services to ensure that all City park properties comply with the Americans with Disabilities Act and removes barriers to disabled persons;

Prepares bidding documents for approved projects, prepares drawings of scale, ensures proper installation of materials and writes project specifications;

Provides construction management and inspection services for active parks projects and ensures that project procedures, schedules and work sequences are properly followed to completion;

Conducts timely performance reviews and monitors performance and staffing needs;

Develops and delivers presentations and attends meetings, conferences and workshops;

Assists in the preparation of CIP budget and general operating budget;

Uses laser level to set grades;

Performs layout and stakeout of projects;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of all current landscape architectural principles, practices and activities;
Comprehensive knowledge of all land use issues and standard parks and recreational uses;
Thorough knowledge of the sizing and installation of playgrounds, pavilions utility infrastructure, sport facilities and other recreation facility amenities;
Thorough knowledge of tree planting and horticulture principles and practices;
Ability to manage, coordinate and evaluate the work of others;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusion on issues concerning landscape architecture and construction;
Knowledge of surveying and related techniques and practices;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Landscape Architecture; and
Considerable experience in landscape architecture, including project management responsibilities for construction of parks and recreation facilities and landscaping; and
Some experience in CAD (Computer Aided Drafting); or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Licensed as a Landscape Architect in the State of Iowa.
Certified Playground and Safety Inspector within one year of appointment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;
Sufficient manual dexterity which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility which permits the employee to visit various and other work stations in the City and attend a wide variety of work sites within the City.