

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Landscape Architect

Department: Recreation, Parks, Historic & Cultural Affairs
Pay Grade: 512
FLSA Status: Exempt
Job Code: R885

JOB SUMMARY

The purpose of this classification is to provide professional and technical planning and design functions for the land areas of parks, facilities, and other public areas to ensure that land development is functional, aesthetically pleasing, and compatible with the natural environment.

ESSENTIAL JOB FUNCTIONS

- Develops plans, provides professional and technical planning and design expertise to all projects dealing with land areas of parks, facilities, and other public areas to ensure that land development is functional, aesthetically pleasing, and compatible with the natural environment.
- Serves as a liaison to parks coordinators, maintenance personnel engaged in the construction, maintenance, and upkeep of landscapes; provides technical guidance and support as necessary; reviews work; and provides direct oversight of complex projects.
- Provides landscape planning for existing or proposed parks and facilities: studies proposed land use and develops landscape design that is compatible and complimentary to intended use; designs landscape plan and related elements; prepares working drawings, specifications, and cost estimates for plans; reviews plans with management and revises as necessary; and renders site plans, elevations, and other drawings to show ground contours, vegetation, location of facilities and infrastructure.
- Oversees and inspects all park related landscape construction of design elements included in the landscaping plan: ensures compliance and conformance to the plan; approves quality of materials and work; provides advice and technical support to project personnel.
- Assists with the compilation and analysis of data on natural resources and landscaping features, such as soil, vegetation, rock features, drainage, and structures; catalogs, identifies,

and maps tree and vegetation specimens, tree canopy and covers, wetlands, etc.; promotes preservation of natural resources as appropriate.

- Assists in the preparation of environmental impact reports, green infrastructure or related environmentally responsible initiatives.
- Attends meetings with various boards and committees, engineering, architectural, and construction personnel, departmental staff, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.
- Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Liaisons with many outside organizations, and non-profits involved in the community projects, including Roswell Historical Society, Roswell Garden Club, Keep Roswell Beautiful, Roswell Woman's Club, Boy Scouts of America, Roswell Arts Fund, and others.
- Advises and instructs senior management personnel in all matters involving landscape.
- Educates staff, volunteers, and other groups on Best Management Practices for all landscape topics.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in landscape architecture or closely related field; six (6) years of experience in design of landscaping and irrigation plans; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Certification in specific applications or platforms in use is preferred.
- Possess and maintain International Society of Arboriculture (ISA) and Registered Landscape Architect certifications.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Knowledge of landscape design principles and practices; and City, county, Atlanta Regional Commission, state and federal codes, ordinances and regulations pertaining to landscape design.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, and traffic hazards.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.