

## EAST BAY REGIONAL PARK DISTRICT

### LANDSCAPE ARCHITECT

#### GENERAL FUNCTION

Under direction, to design, manage and effect the construction of capital improvement projects; to meet the District's goals and the environmental and recreational needs of the region.

#### ESSENTIAL FUNCTIONS

Develops schedules and assigns tasks for varied projects including detailed design, project review, permit acquisition, bid administration and construction periods; performs detailed site analysis and field reconnaissance; prepares and supervises the preparation of base maps, plans, specifications, bid documents and cost estimates for the construction of park and recreation areas and facilities; researches files, books, documents and maps; analyzes and records data on computer and base maps; coordinates, schedules and conducts input and focus group meetings; develops project program and selects design alternatives; ensures compliance with Land Use Plans and environmental documentation; initiates, negotiates, supervises and monitors consultant contracts; obtains required approvals and permits and ensures all projects follow required procedural and review processes; prepares and presents final presentation plans and graphic media to District staff, Board members, other agencies and to the public; manages project budgets including monitoring costs; maintains organized and detailed records of projects; writes reports and correspondence; utilizes detailed computer software packages in the execution of projects; initiates change orders; clarifies design intentions during construction; selects architectural finishes and prepares finish schedules; provides project supervision and technical support as required.

#### OTHER FUNCTIONS & DUTIES

Defines areas to be surveyed and provides guidance in the gathering of survey data to meet design criteria; conducts field trips to project site for prospective contractors; assists in the analysis of bids and the preparation of Board material for award of contract; assists in conducting pre-construction meeting and in final inspections; performs related duties as assigned.

#### MINIMUM QUALIFICATIONS

- Education: Bachelor's degree from an accredited college or university with major work in Landscape Architecture; and
- Experience: Five years of experience in the field of Landscape Architecture, which must include the preparation of bid documents, site planning and design experience
- License: A valid license to practice Landscape Architecture from the Department of Consumer Affairs in the State of California.

#### KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the principles of landscape architecture and related design disciplines. Knowledge of the planning and environmental review processes. Knowledge of standard construction methodology. Basic knowledge of surveying. Knowledge of and skill to utilize technical resources. Knowledge and skill in the principles and practices of effective supervision. Skill to communicate effectively, both orally and in writing. Effective presentation and public speaking skills. Good organization and leadership skills. Ability to assign resources effectively and delegate to team members; ability to encourage and motivate team members. Ability to prioritize, solve problems, resolve conflicts. Ability to maintain and update professional skills,

including keeping current with new trends and techniques in landscape architecture and design and related computer software. Ability to establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers and park users.

#### SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. Must possess and maintain current State mandated certifications, licenses and credentials as required to fulfill duties and satisfy regulatory mandates for this classification. Current certification requirements include: Qualified Storm Water Pollution Prevention Plan Developer (QSD) certificate. The Storm Water Pollution Prevention Plan Developer (QSD) certificate must be obtained prior to completion of probation. May be required to attend public hearings and other meetings which may be scheduled outside of normal work hours.

REPORTS TO: Design Manager

SUPERVISES: May direct the work of various classifications on a project by project basis.