

**CITY OF SALEM**  
**LANDSCAPE ARCHITECT/ASSOCIATE**

**00365**

**NATURE OF WORK**

This is advanced professional work in the coordination and the design of landscaping and related components of parks and park facilities.

Work involves responsibility for coordinating and controlling varied park design projects, carrying the project control from preliminary design and budget preparation through finished working drawings, preparation of contract documents, construction inspection and billing. The project control includes the formulation of timelines, cost estimates, presentations before appropriate bodies and the provision of timely status information for status reports, Advisory Board and City Council meetings and Quarterly Reports. Work in this class is carried out under general supervision, but the employee is expected to coordinate with other agencies and outside personnel that would allow him/her to complete the detailed phases of the project. This is not a full supervisory classification, however, work direction is often given to other City employees or contractors related to the implementation of designs in the field.

When incumbent is registered as a Landscape Architect, work is distinguished from the Landscape Designer by the authority for complete management of landscape projects including responsibility to stamp documents as a registered landscape architect. It is distinguished from the Parks Planner by the absence of full supervisory responsibility and overall management of the Parks Planning division.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Prepare sketches, preliminary and final plans, specifications, cost estimates, contract documents and federal grant applications for park improvement, general landscaping and site development projects.

Coordinate plans and construction of improvement projects with other departmental officers and with cooperating private, local, state, and federal authorities.

Supervise field layout and construction of turf, irrigation systems, trails, multi-use courts, and other park facilities.

Inspect required landscape plans submitted to the City Building Inspections Division for compliance to City zoning ordinances. Coordinate follow-up with the public.

Performs other related work as required.

## **WORK QUALIFICATIONS**

A four-year college degree with major course work in landscape architecture or closely related field and two years of landscape design experience or a satisfactory equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Considerable knowledge of principles and practices of modern landscape design and architecture, especially as applied to park and recreation area development.

Considerable knowledge of land utilization and development for recreation and park purposes.

Considerable knowledge of design principles for structures such as park shelters, bridges, and comfort stations.

Considerable knowledge of plant life suitable for the climate and soil types found in the local area.

Knowledge of the principles, techniques, and practices of field surveying.

Knowledge of construction specifications and plans and of practices and regulations relating to public works, utilities, and park construction by contract.

Skill in drawing landscape designs and in making technical computations.

Skill in operating a variety of modern office equipment including personal computers.

Considerable ability to plan and develop designs for new or existing park areas, and to make cost and material estimates for park development projects.

Considerable ability to prepare oral and written reports of progress, findings, and conclusions.

Considerable ability to establish and maintain effective working relationships with other agency personnel, contractors, and members of the general public.

Registration as a Landscape Architect with the State of Oregon or the ability to acquire such within an eighth month period after appointment. Until Registration is obtained, incumbent in reference to self will use only the term Landscape Associate.

Possession of a valid Class C Oregon driver's license and the ability to meet City driving standards.

Work occurs both in an office setting and in the field. Office work involves sufficient capability to view specifications and drawings, dexterity sufficient to create landscape designs, operate modern office equipment. Responds to inquiries through correspondence and via telephone. Participates in a variety of meetings and makes occasional presentations related to assignments. Work involves interruptions and changing deadlines. Field work involves moving around in construction sites in all types of weather and in uneven surfaces. Work involves working with others who may be confrontational, on occasion.

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Personnel Director

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