

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION**04-28-23****SENIOR LANDSCAPE ARCHITECT, 7898**

Summary of Duties: Employees in this classification perform professional landscape architecture work in supervising personnel engaged in preparing plans, specifications, estimates, designs, and reports for landscape architectural and water quality projects, and personnel engaged in conducting research and planning studies; assist in directing and managing technical, operating, and maintenance activities of landscape work and evaluating their environmental impacts; assist in the formulation of administrative policies and financial planning decisions; or may serve as the administrative and technical head of a division within the Department of Public Works or other City department performing similar work.

Class Characteristics: Incumbents of this classification are responsible for performing more difficult administrative and technical duties, including assignments that are primarily concerned with landscape, environmental, and administrative problems as they relate to the plans for landscape, grounds, and site development in recreation, parks, right of way, or public works facilities. They manage a group of professional and technical employees involved in the development and implementation of public improvement projects and are responsible for managing and coordinating the day-to-day activities and planning involved in preparing landscape architectural, architectural, engineering design plans, and other activities pertinent to the implementation of one or more programs. Senior Landscape Architects receive assignments in general terms; delegate detail to subordinates; and are concerned with the supervisory or interpretational aspects of landscape architecture and administrative problems and projects, including their impact. Senior Landscape Architects assign, direct, review, and prepare reports on work to be performed for non-routine problems after discussions with the division head.

Examples of Duties:

- Normally acts as a technical and staff assistant to a Principal Environmental Engineer or Principal Civil Engineer;
- Advises management on topics relative to the landscape architecture and economic phases of current and proposed methods, procedures, and equipment;
- Represents Department or Bureau management and the City in conferences with other groups, organizations, companies, or government agencies concerning critical issues;
- Coordinates work performed by other City bureaus and departments to provide facilities to implement landscape and water quality service projects;
- Supervises the preparation of technical and other matters for publication;

- Makes recommendations for plans for improvements, extensions, and changes of municipal projects;
- Supervises the work of the landscape architectural, architectural, engineering, and contract administration sections in the Department of Public Works or other City department performing similar work;
- Makes thorough reviews of all final force account and contract architectural, engineering, and landscape architectural plans for completeness and conformance to Department policies and standards;
- Supervises the reviews and corrections of specifications and cost estimates;
- Reviews the requests for bids, addenda to plans and specifications, and bulletins extending bidding time limits;
- Prepares progress reports;
- Ensures the accuracy of plans being reviewed with contractors to resolve problem areas;
- Consults with other department managers regarding problems in the development and execution of landscape and architectural projects;
- Confers with private landscape architects, architects, and engineers concerning proposed landscape and architectural developments;
- Recommends the use of private architects, engineers, and landscape architects for contract work to the Department and conducts subsequent interviews to hire contractor(s);
- Represents the Division in coordinating developmental projects carried on in cooperation with other City departments and with County and State agencies;
- Fulfills supervisory responsibilities; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Minimum Requirements:

1. Two years of full-time paid landscape architectural experience in a class at the level of Landscape Architect; **and**
2. Registration as a Landscape Architect with the California State Board of Landscape Architects.

License: A valid California driver's license is required.

Physical Requirements: Strength to perform average lifting of less than five pounds and occasionally over 15 pounds; good hearing and speaking ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case by case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.