

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

2/24/84

LANDSCAPE ARCHITECT, 7929

Summary of Duties: Performs professional landscape architectural work in the design and preparation of plans, sketches, and drawings for the development and rehabilitation of park, playground, and recreational areas, public buildings, malls, parking lots, public works facilities; and in laying out landscape plans for traffic islands, parkways, drainage and erosion control projects; reviews the work of other private and public agencies; prepares construction specifications; inspects construction sites; prepares construction change orders; selects and approves plant materials; and does related work.

Distinguishing Features: Employees in the Landscape Architectural series are concerned with plans for landscape, grounds, and site development in recreation, parks, or public works facilities.

The Landscape Architect does responsible professional work and exercises considerable independent judgment and discretion in supervising groups preparing landscape architectural and architectural plans for park and recreation areas, traffic islands, parkways, street improvement projects and in coordinating this work with engineering and inspection work on assigned projects. An employee of this class receives assignments in general terms, which outline the type of project, location, and desired general characteristics. A Landscape Architect is both administratively and technically responsible for the soundness of landscape plans prepared. However, the completed work is reviewed for adherence to objectives and policies defined in the assignment. An employee of this class establishes work procedures, personally supervises the preparation of difficult designs, and delegates less responsible work to subordinates.

Example of Duties:

- Assigns and supervises the work of the landscape architectural, architectural, and contract administration sections in the Department of Recreation and Parks;
- Makes investigations and recommendations on methods of improving playground and park layouts of the development of new areas and facilities;
- Prepares preliminary sketches of complex projects;
- Spot-checks landscape architectural and architectural plans in process;
- Makes thorough reviews of all final force account and contract architectural and landscape architectural plans for completeness and conformance to department policies and standards;
- Reviews and corrects specifications and cost estimates;
- Checks completed requests for bids, addenda to plans and specifications, and bulletins extending bidding time limits;
- Investigates and recommends on requested change orders;

- Prepares progress reports;
- Makes field inspections of work in process;
- Reviews plans with contractors to resolve problem areas;
- Consults with other department supervisors regarding problems in the development and execution of landscape and architectural projects;
- Confers with private landscape architects, architects, and engineers concerning proposed landscape architectural developments;
- Interviews and recommends as to department use of private architects and landscape architects for contract work;
- Represents the Department of Recreation and Parks in coordinating developmental projects carried on in cooperation with other City departments and with County and State agencies;
- Fulfills supervisory Affirmative Action responsibilities as set forth in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Theory, principles and practices of landscape architecture as applied to the preparation of designs, plans, specifications, and cost estimates for landscape, ground and site development;
- Standard sources of landscape architectural information;
- Characteristics and requirements of various plants suitable for use in public works and recreation sites in Southern California;
- Principles and practices of architecture, civil engineering, as they apply to the development of park and recreation areas, traffic islands, parkways, embankment slopes in connection with street improvement projects;
- Safety principles and practices;
- Laws and regulations related to equal employment opportunity and affirmative action.

A general knowledge of:

- City personnel rules, policies and procedures;
- Memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Prepare designs, perspective drawings, and simple color renderings, including the use of planimeters, slide rules, and drafting instruments;
- Evaluate and conceive proper landscape architectural treatment of public works and recreation sites through field inspections;
- Communicate and deal tactfully and effectively with employees, officials, and the public;

- Review completed plans and specifications;
- Inspect projects under construction;
- Prepare clear and concise correspondence reports and recommendations;
- Prepare draft contracts, contract change orders, addendums, write letters and reports, inspect projects under construction;
- Coordinate landscape and architectural design work with a general developmental program.

Requirements: Two years of professional landscape architectural experience at the level of Landscape Architectural Associate is required for Landscape Architect.

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

Registration: A valid Certificate of Registration as a Landscape Architect issued by the California State Board of Landscape Architects is required for Landscape Architect.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; arm and hand dexterity necessary to use drafting instruments; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual 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 all of the duties, responsibilities, and required qualifications of any position shall be.