

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

**CLASS SPECIFICATION**

5/15/98

**LANDSCAPE ARCHITECTURAL ASSOCIATE, 7933**

**Summary of Duties:** Performs professional landscape architectural work in the research, design and preparation of plans, specifications, cost estimates, sketches and drawings for the development and rehabilitation of areas such as parks, playgrounds, recreational areas, public buildings, parking lots, malls, bridges, wastewater treatment plants, traffic islands, bikeways, drainage and erosion control projects, and other public works facilities; acts as project manager on development projects and reviews contracted design work; performs field review of projects; may supervise employees engaged in this work; and does related work.

**Distinguishing Features:** Landscape Architectural Associate I is the normal entry level to the class. Employees at this level have little, if any, experience or special training. They initially perform the less complex professional landscape architectural work under close supervision while learning and assisting in the preparation and checking of designs, plans, specifications, and estimates; conducting inspections and tests; collection of office and field data; and preparation of reports and recommendations on a wide variety of landscape matters. As employees become more experienced, they may work independently and may be responsible for one or major large projects. Positions at this level are four-year temporary training positions under Civil Service Rule 5.30. Employees with two years of full-time paid City experience as a Landscape Architectural Associate I and passing any two sections of any one of the following exams: the Uniform National Examination for Landscape Architects (UNE); or the Landscape Architects Registration Examination (LARE); or the Professional Examination for Landscape Architects (PELA); will automatically promote to Landscape Architectural Associate II.

Landscape Architectural Associate II performs journey level landscape architectural work requiring a broad knowledge of landscape architectural skills. Individuals at this level usually work independently, receiving instructions in general terms, and may be responsible for one or more major City projects having wide impact and significant cost. Employees may act as a lead over a small landscape architectural unit of lower level landscape architectural or technical employees (e.g. a drafting unit).

Landscape Architectural Associate III performs or supervises difficult landscape architectural work. The work assigned usually involves complex matters requiring considerable experience, skill and landscape architectural knowledge. Two years of experience as a Landscape Architectural Associate II and a valid certificate of registration as a Landscape Architect issued by the California State Landscape Architects Program is required for advancement to this level.

Landscape Architectural Associate IV is a non-supervisory technical expert. They may conduct extensive research into new design developments and evaluate their suitability for City use, may prepare standards for technical design, may develop and conduct training for other employees about new procedures and techniques, or may act as an internal consultant to other employees

on very difficult issues. Some positions require registration as a Landscape Architect with the California State Landscape Architects Program, as determined by department management.

### **Example of Duties:**

- Prepares plans for landscaping around public buildings, parks and other recreational facilities, and other municipally owned property;
- Prepares preliminary and perspective drawings of landscape, ground, and site developments to show overall solutions for assigned projects;
- Makes field investigations of new sites and existing facilities and plants to determine conditions affecting tentative plans and design work, and the progress of construction projects;
- Makes estimates of labor and material costs for projects;
- Prepares final working drawings and detailed drawings based on approved preliminary plans, survey and topographical maps, and standard drawings, related to the planning and construction of various public works and recreation facilities and sites;
- Prepares planting plans showing the types and varieties of trees, shrubs, flowers, and ground cover to be planted in various locations;
- Prepares detailed drawings of plantings, gradings, elevations, and other features of landscaping work, largely incorporating features and details of standard plans;
- Draws cross sections of contour maps for cut and fill determinations and street construction details;
- Prepares reports and correspondence related to landscape architectural work;
- Makes presentations related to landscape architectural projects at public meetings;
- Researches new or different materials and processes;
- Prepares contract drafts, bid documents, and change orders;
- Reviews specifications, cost estimates, and landscape plans prepared under contract;
- Checks completed plans for features such as clarity, freedom from errors, reasonable costs and designs;
- May assign projects to or supervisor other employees engaged in this work;
- 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 recreational and other municipally owned sites.

##### **A working knowledge of:**

- Principles and practices of architecture and civil engineering as they apply to landscape, ground, and site development;
- Landscape construction practices and code requirements.

Ability to:

- Deal tactfully and effectively with subordinates, contractors, the public, public officials, and others;
- Prepare written reports and correspondence that are clear, concise, logical, persuasive, and complete;
- Keep accurate records;
- Efficiently obtain, interpret, and manipulate information stored in personal computers, computer networks, and mainframe computers;
- Efficiently review files, maps, blueprints, and other sources of information related to landscape architectural work;
- Make persuasive oral presentations to groups.

**Requirements:** Graduation from a recognized four-year college or university with specialization in landscape architecture; **or** completion of a four-year Professional Designation Certificate in landscape architecture from a recognized college or university; **or** six years of sub professional landscape architectural experience under a registered landscape architect.

**License:** A valid California driver's license may be required prior to appointment.

**Physical Requirements:** Strength to perform average lifting of up to 5 pounds and occasionally up to 15 pounds; 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.**