

LANDSCAPE ARCHITECTURAL ASSOCIATE (7933)

Task List 2019

1. Prepares plans, specifications, and details for landscape construction around public buildings, parks and other recreational facilities, and other municipally owned property in order to comply with established local and federal regulations, and aesthetic requirements.
2. Coordinates and guides the work of interns in order to review and evaluate their work for accuracy and timeliness.
3. Cross-references work with all engineering, architectural, and related disciplines, and contracted consultants in order to assure plans submitted, such as electrical plans and engineering plans, do not conflict with submitted landscape construction plans.
4. Reviews and prepares preliminary and final cost estimates and schedules for the development and rehabilitation of parks, and other municipal facilities in order to ensure projects comply with approved budgets and construction schedules.
5. Makes presentations related to landscape architectural project proposals at public meetings and City agencies, such as the Recreation and Parks Board, Public Works Board, and Council Office, in order to inform public and solicit public input on proposals.
6. Reviews working drawings, specifications, cost estimates, shop drawings and materials submitted by outside entities, such as private firms, contractors, and non-profit organizations in order to ensure accuracy and conformity with the standards set forth by the division or department involved.
7. Serves as a project landscape architect on construction projects, in order to ensure the projects are completed in conformance with contract documents.
8. Prepares conceptual and schematic drawings and/or renderings of landscape and site developments in order to show overall solutions for assigned projects individually or as in a design team.
9. Prepares reports and correspondence related to landscape architectural work in order to present project and/or proposal status and updates to various management personnel, such as direct supervisors, the Board of Commissioners, and City officials.
10. Researches and analyses new or different materials and processes in order to improve landscape construction practices, such as improving material performance and/or reducing costs of construction.
11. Use computers to prepare landscape construction documents and presentations using Computer Aided Design and Drafting (CADD), Office Suite, Google Documents, Graphic Software, such as Photoshop, Rhino, and Sketchup, internet search engines and photo editing software in order prepare and produce assigned tasks.

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12. Visits construction sites and attends construction meetings during construction in order to ensure that project is completed per approved plans, budget, and schedule.
13. Visits proposed project sites to conduct site analysis in order to collect information, such as soil composition, terrain information, and identifying existing vegetation, to supplement design process.