



## Job Specification

<b>Job Title: Chief of Landscape Architecture</b>	<b>FLSA Type: Exempt</b>	<b>Date Established: 02/15/1965</b>
<b>Department: General Services</b>	<b>EEO Code: 01</b>	<b>Date Revised: 05/26/1967</b>
<b>Class Code: 16-43-43</b>	<b>Reports To: Director of General Services Dept.</b>	<b>Date Approved: DRAFT</b>

### Job Summary

Under general direction, supervise and oversee employees engaged in professional architecture design activities Prepare studies, concepts, designs, constructs documents and plans for municipal land development projects. Ensure work is aligned with industry standards.

### Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Supervise a group of landscape architects engaged in making fundamental land development design studies and economic studies of alternate methods of solving specific landscape problems.
- Monitor budget of the projects and partners with departments to ensure project is completed within budget.
- Identify and assign special projects to staff for study and design and/or for preparation of descriptive materials, including design and construction drawings, maps, illustrations, models and reports on studies.
- Mentor staff in improving design plans, make suggestions and establish the design tone of how design should appear and the proper equipment to use.
- Provide reports on progress of projects to upper management and tentative or final conclusions.
- Make public presentations of topics related to land development plans and revisions thereof, including redevelopment studies.
- Confer with civic groups to determine their reactions to proposals and modifications necessary to obtain civic approval and support, determine if such changes are consistent with department objectives and evaluate the significance of opinions obtained.
- Recommend, revise, analyze financial and administrative implications of proposed land acquisition and disposal.
- Determine effect on departmental policies, on long-range programs and conformity with making recommendations to superiors on the basis of investigation concerning suitability of land for acquisition by purchase or lease, it's probable uses and advantages to be gained.
- Serve as the liaison with other agencies concerned with development programs.
- Present development proposals to civic groups, the Parks and Recreation Commission, other city departments and the City Council and keep them informed on the progress of studies.
- Perform field investigations when conflicts arise between staff members on interpretations of facts.
- Design, select and approve major design features.
- Examine plans, specifications and estimates for completeness and conformity to accepted design practices, policies, and procedures.

- Prepare special studies and reports on alternate solutions and estimated materials and cost.

**Qualifications (required):**

- Bachelor's Degree in Landscape Architecture, Urban Design or a related field of study.
- Ten (10) years of experience in Landscape Architecture, including three (3) to five (5) years, which has been in a supervisory capacity.

**Qualifications (preferred):**

- Master's Degree.
- Landscape Architecture experience preferably applied to municipal planning projects.
- One (1) year of experience in landscape construction.

**Knowledge, Skills, and Abilities**

- Thorough knowledge of the principles of landscape architecture.
- Basic knowledge of general city planning.
- Considerable skill in the mechanics of design and in creating plans having artistic merit.
- Considerable skill in site planning, planting design, layout, and construction detailing.
- Reasonable skill in oral and written communication including developing and delivery presentations.
- Strong skill in organization and time management.
- Ability to organize work and supervise the activities of a group of employees.
- Ability to develop and maintain effective working relationships.
- Ability to display initiative and resourcefulness in determining the approach to specific planning design and coordination problems.

**Licenses, Certifications, and Other Special Requirements:**

Licensed Landscape Architect in the State of Michigan.

Valid State of Michigan Operators License.

Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

**Physical Demands**

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to (50) pounds.

**Work Environment**

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

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*The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.*

**Notes:** Title Adopted: 2-15-65  
Spec. Revised: 5-26-67  
Age Limits Deleted: 12/19/72