

City of Bellingham
Classification Specification

CLASS TITLE	Landscape Architect
DEPARTMENT	Parks And Recreation
UNION:	231
SG:	S-9
CS:	N
FLSA:	N
EE04CODE:	PR

NATURE OF WORK:

Responsible for a variety of professional landscape architect assignments involving planning, design, bidding and construction management of capital projects for the Parks and Recreation Department. This includes projects comprising recreation facilities, playgrounds, structures, trails, park roads, environmental remediation, habitat restoration/enhancement, mitigation sites, irrigation systems and landscaping. Manages all aspects of project design and construction, including coordinating work of consultants; seeking input from the public/citizens; preparation of master plans, preliminary and final designs and specifications; construction cost estimating; contract administration and project management.

DISTINGUISHING CHARACTERISTICS:

The Landscape Architect classification is a standalone classification distinguished by its assignment of professional landscape duties in the planning and designing of park and recreation facilities.

SUPERVISORY RELATIONSHIPS:

Reports directly to the Design and Development Manager. Distributes work assignments and manages park projects. Hires consultants and oversees and approves the work of professional consultants and contractors.

ESSENTIAL FUNCTIONS:

1. Manages assigned projects and related activities. Includes construction document development and coordination, management of consultants and design teams, contract administration and construction oversight. Coordinates with other divisions, City departments and regulating agencies as needed.
2. Participates in initial planning of proposed projects including gathering data, conducting studies and coordinating surveys. Performs site reconnaissance, inventory and analysis for the preparation of landscaping plans, specifications, contract documents, and cost estimates for City park construction projects.

3. Prepares project budgets and preliminary and final cost estimates for park projects; monitors and manages all costs within budget.
4. Coordinates and participates in the bid process for hiring contractors; prepares requests for proposals, makes recommendations on award of contracts, contract preparation, pre-construction meetings and permitting, and interdepartmental plan review.
5. Oversees and coordinates the work of assigned staff. Provides technical guidance and training as appropriate.
6. Reviews street tree permits and landscape plans for public and private development and serves as a technical resource.
7. Prepares and presents a variety of project reports and graphic materials for use in presentations to City and citizen groups. Responds to requests for information regarding assigned projects and area of assignment.
8. Prepares grant applications and related material to secure funding from public and private agencies for City park projects.

ADDITIONAL WORK PERFORMED:

1. Performs related duties within the scope of the classification

PERFORMANCE REQUIREMENTS (Knowledge, Skills, Abilities)

Knowledge of:

- Landscape Architecture principles, practices, standards and methods
- Park design and construction standards, practices, and methods including grading, drainage, park structures, athletic facilities, utilities, playgrounds, landscaping, and irrigation.
- Federal, State, and local agency regulations and programs governing the development of public parks.
- Contract administration for hiring contractors and consultants for park projects.
- Current International Building Code Horticultural and nursery standards including irrigation and fertilizing regimes
- Native and ornamental plant culture
- Playground safety standards, audit, inspection and reporting
- WSDOT Certified Agency documentation requirements and Local Agency Guidelines;
- WSDOT Design and Construction Standards and Specifications;
- City of Bellingham Municipal Code

Skill in:

- Preparing and maintaining budgets and performing cost analyses.
- Evaluating, hiring, and providing work direction to consultants and contractors.

- Excellent communication and interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with coworkers, supervisors, managers, other City personnel, and the general public.

Ability to:

- Communicate effectively both orally and in writing.
- Communicate design ideas through graphic presentation.
- Analyze information and data related to public park design and construction.
- Read, interpret, and apply a variety of written regulations, standards, and instructions.
- Use a variety of computer software programs, including spreadsheet, word processing, graphic design, landscape design applications and AutoCADD.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including, but not limited to:
 - Frequently operate a computer and read a computer screen or typewritten page;
 - Frequently communicate verbally;
 - Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle;
 - Stand or sit for long periods of time;
 - Move between work sites, including undeveloped land and project development sites;
 - Occasionally lift and transport irregular objects, such as stones and trees, weighing up to 30 lbs.

WORKING ENVIRONMENT:

Work is performed in an office setting with extensive work at a computer workstation, with frequent interruptions, and outdoors in all weather conditions in close proximity to roadway traffic, noxious fumes, heavy equipment and occasionally in confined spaces with infrequent lifting of heavy objects. Attendance at evening meetings is required. Some travel to professional meetings is expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in landscape architecture, landscape design or related field required.
- Three years of related professional experience required.
- Project management experience required.
- Any combination of experience and training that provides the applicant with the knowledge and skills to perform the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Ability to obtain Washington State Landscape Architecture license within eighteen months of hire.

- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.

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1/19

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