



SENIOR LANDSCAPE PLANNER

AGENCY/DEPARTMENT:
Development/Public Facilities

Reports to: Development Manager
Supervises: Landscape Planner

Approved By HR Director: *Linda Matthews*
Date Approved: 5-2-06
Date of Last Revision: N/A

JOB SUMMARY: Under administrative direction, plans, designs and implements the City's landscape development projects; reviews development proposals for compliance with City regulations; supervises the work of assigned subordinate staff; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class performs advanced journey level landscape planning work. It is characterized by responsibility for the full range of difficult and complex landscape planning, including project management and advanced plans design. This class provides technical supervision over the Landscape Planner class.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Reviews development plans for compliance with the City's landscape policies and regulations.
2. Prepares construction plans, specifications, and cost estimates for landscape projects, irrigation systems, recreation facilities, and structures; prepares preliminary project sketches.
3. Performs project management of landscape improvement projects; monitors and assesses changes and requirements of City parks; analyzes data and develops recommendations; prepares landscape construction schedules.
4. Participates in the development and implementation of the landscape planning policies; reviews and evaluates landscape planning services, methods, and procedures.
5. Participates in the development of design standards and requirements; ensures functional use, aesthetic, and safety considerations are met.
6. Confers with and advises landscape architects, developers, engineers, contractors and the general public regarding landscape planning matters; provides information and technical assistance regarding City landscape development requirements.
7. Prepares a variety of technical documents including Requests for Proposals, grant applications, construction specifications.
8. Prepares, reviews, and reports for City administration, commissions, and City Council.
9. Compiles and analyzes a variety of landscape planning project data.
10. Monitors Capital Improvement programs related to landscape projects.
11. Participates in the development of and implements departmental goals, objectives, policies, and priorities.
12. Supervises the work of assigned landscape planning staff, including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university in landscape architecture, architecture, planning, or a related field.

EXPERIENCE: Five years in landscape planning, including design, plans examination, and construction project coordination.

KNOWLEDGE OF:

- Principles and practices of landscape architecture, irrigation design and construction, and plant maintenance.
- Principles and practices of modern land and infrastructure planning and construction.
- Methods and techniques of technical report preparation and presentation.
- Principles and practices of supervision, training, and administration.
- Applicable federal, state, and local laws, codes, and regulations governing landscape planning.
- Field inspection practices.

ABILITY TO:

- Perform advanced level professional planning work in the area of landscape and park planning.
- Analyze, prepare, and review construction and land development plans and reports.
- Prepare working technical drawings, accurate technical specifications, and cost estimates for assigned projects.
- Develop designs incorporating City requirements and standards for functional use, aesthetics, and safety considerations.
- Read and interpret blueprints and technical specifications.
- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Interpret and apply applicable policies, procedures, laws, and regulations.
- Coordinate and monitor the field activities of employees.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Professional experience as a Landscape Architect.
- Lead or supervisory experience.
- Public sector planning experience.

FLSA Exemption Status: Non-Exempt

Employee Unit: Unit 5, Technical/Professional Services
Job Family: Planning
Class Progression: Landscape Planner
Senior Landscape Planner
Date Class Established: July 10, 2005