CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Parks Landscape Architect** **UNION: 231**
SG:6
DEPARTMENT: **Parks and Recreation** **CS: N**
FLSA: N
EEO4CODE: PR

JOB SUMMARY:

Responsible for a variety of professional landscape architect assignments in the planning, design, bidding, and construction management of major capital projects with a park and recreation component including athletic facilities, boating facilities, park roads, utilities, playgrounds, structures, trails, bridges, environmental remediation, habitat restoration/enhancement, mitigation sites, irrigation systems and landscaping. Prepares and reviews comprehensive plans, project plans and specifications; manages all aspects of the project design and construction process.

SUPERVISORY RELATIONSHIPS:

Reports to the Park Design and Development Manager. Works under general guidance and direction according to City and Departmental policies and procedures. Provides guidance and serves as a technical resource to managers, City staff, Park Project Engineer and others within the department. Supervises design teams consisting of consultants, architects, other landscape architects, engineers, technicians, surveyors, and administrative personnel as to budgetary, technical, construction and scheduling aspects of the work.

ESSENTIAL FUNCTIONS:

1. Manages assigned projects and related activities, with an emphasis on park design. Includes construction document development and coordination, creation and review of plans and specifications, management of consultants and design teams, contract and permit preparation and management, construction oversight and documentation. Recommends and approves materials, develops and approves schedules, resolves problems, negotiates and approves change orders, recommends pay estimates, provides quality control, monitors contractor progress, maintains records of contracts and projects in progress, approves final acceptance of projects, and monitors project performance post construction. Monitors and manages project budget.

2. Reviews and approves street tree permits and landscape plans for public and private development and serves as a technical resource on landscaping for the City.

3. Coordinates, monitors and oversees the work of consultants, technical staff and other support personnel as assigned. Oversees the work of the Park Project Specialist on specific projects and provides training, as appropriate. Supervises design teams consisting of consultants, architects, other landscape architects, engineers, technicians, surveyors, and administrative personnel as to budgetary, technical, construction and scheduling aspects of the work.

4. Participates in the initial planning of proposed projects including preparation of requests for qualifications and/or proposals; prepares and monitors the preparation of project budget, designs, drawings, estimates, spreadsheets, and graphic presentation materials. Coordinates, writes and reviews plans and specifications for projects; determines materials, testing and surveying requirements and ensures all materials, equipment and services are available. Conducts studies and coordinates surveys for design and construction. Includes ensuring that plans are consistent and in compliance with City, State, and federal codes. Prepares applications and obtains regulatory permits, including direct coordination with permitting agencies and regulators.

5. Manages the process of consultant selection and design contracting for assigned projects in accordance with applicable procurement guidelines. Makes recommendations on award of contracts; negotiates consultant contracts, use agreements and other contracts.

6. Responds to inquiries, complaints, or requests for information regarding area of assignment from other departments, agencies and the general public; provides information and resolves concerns regarding City requirements and processes within scope of knowledge and authority. Prepares presentations for public meetings, user groups, neighborhood associations and City Council. Forms project specific steering committees; schedules meetings and coordinates input from a variety of outside interests, neighborhoods and the public.

7. Coordinates projects and activities with other divisions and City departments and regulating agencies. Includes coordinating design, inspection, funding, permits and maintenance criteria for construction or maintenance projects. Coordinates and participates in pre-bid, pre-construction, technical, and design meetings with developers, contractors, and other City departments. Reviews and analyzes project scope and impacts and provides information on projects to other technical staff, department managers, and the general public.

8. Prepares grant applications and supports department staff in the preparation of grant applications and development of project cost estimates. Conducts grant application review and reporting during design and construction, and preparation/approval of grant-related funding contracts. Assists other department staff with the preparation of grant applications. Maintains liaison with grant-funding agencies. Prepares and approves grant funding contracts. Ensures projects comply with grant conditions. Maintains project documentation in accordance with state and federal requirements as applicable to project funding sources. Provides grant reporting to funding agencies during design and construction.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and 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:
  - 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.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Landscape Architecture license with ability to obtain Washington license within twelve months of hire.
- Valid Washington State driver's license and good driving record. Candidate must submit a three-year driving abstract prior to hire.
- Ability to obtain National Playground Safety Inspector Certification within twelve months of hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

PREPARED BY: L. Hill
L. Bryson
1/01

REVIEWED BY: _____
Leslie Bryson, Director
Parks and Recreation

REVISED BY: J. Schilk
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