

LANDSCAPE ARCHITECT-REGISTERED

KIND OF WORK

Second of three levels of professional landscape architecture work.

NATURE AND PURPOSE

Under general supervision, an employee in this class is responsible for coordinating portions of a professional landscape architecture program within an agency, reviewing work assignments, and assisting the Landscape Architect Senior in the general direction of work. Administers programs with a statewide scope, specifically the development of design policies, procedures, and guidelines. Responsibilities include providing formal leadwork direction to other professional and technical staff, as well as providing formal testimony to legislative bodies regarding various programmatic issues. Performs related work as required.

DISTINGUISHING CHARACTERISTICS:

This classification differs from lower-level landscape architect positions in that it acts as leadworker, coordinating program development and reviewing work assignments. The class differs from Landscape Architect Senior positions in that they do not formally supervise staff. Employees in this class report to a Landscape Architect Senior or Architectural Supervisor who may not possess the level of technical expertise and who also may direct other program areas within the agency.

OPTIONS:

Options are not required with this classification.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assist in management of unit activities so that the unit operates efficiently by providing opinions and recommendations on complex unit management and project matters, such as personnel issues, unit and/or bureau policy and procedural issues, project priority determinations, and construction or legal problems; performing administrative tasks to include writing reports and letters, attending meetings, and monitoring progress of project assignments made to landscape architects and/or other professional/technical staff within the unit; acting as unit supervisor during absences, handling personnel matters, determining work assignments, monitoring progress of project production, responding to design and program-related questions, attending staff meetings, and signing off as a registered professional landscape architect on project documents prepared by those in non-registered status.

Develop and coordinate all phases of landscape design projects from determination of feasibility through the construction process so that projects can be successfully awarded and constructed by designing and preparing graphic studies identifying all sites capable of being developed; developing and preparing graphic studies identifying factors found on each site important to views, landforms, trees, and water features; assuming role of project coordinator involving architects, engineers, and other specialists, integrating these efforts to create a comprehensive plan; conducting feasibility studies and preparing design recommendations; preparing final concept plans reflecting both management's intentions and information obtained through field visits; supervising and/or preparing final detail design and construction plans, specifications, and estimates including bid documents; supervising contractors work, making field decisions regarding installation problems and adjustments; providing the state with certified Registered Landscape Architect approval of plans and specifications.

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Develop, coordinate, and prepare manuals, guides, and procedures so that standards are applied uniformly to projects and maintenance activities can be completed in a timely manner by developing outlines, assembling specific information, reviewing sites and identifying specific management problems; investigating public opinion concerning existing facilities; preparing detailed maintenance and plant care plans; preparing drawings of design solutions used for new development; developing and coordinating preparation of exhibit materials for legislators and the general public; producing and continuing to update contents of manuals and guides for county and municipal staff as well as department employees; attending meetings with management and staff, local government officials, corporate representatives, and the public to discuss existing facility function and present ideas for improvement.

Provide technical and advisory assistance to staff during construction projects, as well as oral and graphic support, so that projects are completed in a timely manner according to the intent of plans and that presentations to the public or during litigation proceedings are comprehensive by participating in or conducting public meetings as representative of the department, explaining plans and answering questions about proposed development projects; preparing graphic presentations used in deciding legal matters or legislative gatherings; providing technical assistance at pre-construction meetings; coordinating, reviewing, and approving special shop drawings; providing technical assistance at time of final inspection.

Coordinate consultant architects and engineers performing work for the department to ensure that their work is performed on time and that it adheres to management plan requirements by writing form-of-proposals to attract potential consultants; evaluating proposals submitted by consultants, making recommendations as to who should be hired; making site and office visits with consultant architects and engineers to develop acceptable building concept drawings; participating in the review and approval process of plans and specifications for compatibility with construction plans.

Act as in-house consultant on major statewide development projects so that programs implemented achieve consistent excellence and that the project design satisfies the requirements of the management plan and environmental regulations by evaluating and recommending locations and project plans and design efforts; answering questions within the site design/landscape architecture realm of expertise which may be asked; supervising and coordinating activities including project scheduling, work assignments, and field monitoring activities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Principles and practices of sound landscape architecture and planting sufficient to develop and coordinate design and construction plans for departmental projects.

General procedures and regulations of the state and/or department related to design, construction, and maintenance operations sufficient to assure that assigned projects are scheduled and completed in a timely and accurate manner.

Erosion control methods and practices sufficient to ensure that landscape design is completed without the threat of soil erosion.

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Ability to:

Develop standards and criteria for landscape design and planting sufficient to assure project completion in a timely manner.

Establish and maintain effective working relationships sufficient to interact with the public and other governmental agencies, groups, and department staff.

Direct the work of others sufficient to coordinate the work scheduling, review and approve work performed.

LEGAL OR LICENSURE REQUIREMENTS (These must be met by all employees prior to attaining permanent status in the class.)

Registration with the Minnesota Board of Registration for Architects, Engineers, and Land Surveyors as a professional landscape architect.

Est.: 09/84

T.C.: 04/96

Rev.: 07/91

Former Title(s): Landscape Architect Intermediate

Ckd: 11/91; 01/11