

CITY OF ISSAQUAH
CLASSIFICATION DESCRIPTION

LANDSCAPE ARCHITECT/PARKS PROJECTS COORDINATOR

SUMMARY:

An incumbent in this classification is responsible for plan, design and implementation of City Parks Capital Improvement projects including but not limited to, community parks; sports facilities; open space preservation and recreational trail systems and similar community recreation facilities. This position also provides project coordination with other internal departments and external agencies and developers.

SCOPE:

Reports to: Parks and Recreation Director

Supervises: Parks Planner

WORK ENVIRONMENT:

The work is performed both in an office setting and outdoor environment. Requires extended periods of sitting and onsite visits to project sites with travel over uneven terrain to inspect work in progress.

ESSENTIAL FUNCTIONS:

- Plans and designs landscapes and recreational facilities for City park construction or redevelopment.
- Studies parks and park sites to determine landscaping and recreational facility requirements.
- Prepares designs and detailed blueprints, specifications, and cost estimates for both construction and maintenance.
- Operates various surveying and drafting equipment.
- Manages public bid process and capital contract management process.
- Develops and maintains capital project budgets, provides estimates for projects; develops specifications on minor or major projects requiring outside consulting assistance;
- Negotiates and monitors contracts and services of outside firms to assure compliance with plan/design specifications and coordinates project closeout and budget reconciliation.
- Conducts surveys and prepares studies and reports regarding anticipated park needs, and coordinates with other departments concerned with long-range planning.
- Serves as a liaison with other departments and agencies with respect to projects assigned.

- Participates as interdisciplinary/departmental team member to provide expertise in the areas of visual quality, environmental impact, vegetation, landscape plans, recreational facility development, etc.
- Participates and provides information to community groups and citizens in the coordination of projects from design through implementation.
- Performs related work as required and assigned.
- Plans, organizes, coordinates, assigns and evaluates the work of assigned staff. Hires, disciplines, and makes decisions regarding termination of staff. Provides training and input to staff concerning issues relating to career development.
- Forecasts and plans for future parks needs in city.
- Responds to inquiries from the public, the mayor and the City Council regarding programs and projects.

QUALIFICATIONS:

Education and Experience:

Bachelor's degree in landscape architecture and extensive experience in performing professional landscape architectural work which includes the plan, design and construction of significant and complex parks projects. Experience in project coordination of Capital Improvement Projects is desirable.

Licensing and Certification:

Registration as a professional Landscape Architect in the State of Washington and a current State of Washington Drivers' License.

Knowledge, Skills, and Abilities:

- Knowledge of current principles and practices of landscape architecture as they relate to design, site development and maintenance with particular emphasis in development of park and recreation facilities.
- Knowledge of project management as it relates to managing, supervising and coordinating consultant services for park facility planning, design, and construction.
- Knowledge of grading, drainage, pedestrian and vehicular circulation and parking recreation facilities, planting, irrigation and lighting and types and uses of materials in landscape design and construction.
- Knowledge of the principles and practices of supervision and maintaining effective working relationships.
- Knowledge of proper general estimating procedures.
- Ability to prepare master and detailed landscape plans, profiles, sketches and color renderings.

- Ability to effectively interpret, analyze and evaluate consultant performance and data for conformance with project program, goals and objectives.
- Ability to perform landscape architectural research and prepare technical documents.
- Ability to effectively communicate, prepare clear and concise written reports and make oral presentations.
- Ability to plan, assign, direct and evaluate the work of a group of professional and sub-professional employees in project activities related to park and recreation facilities and similar landscape architectural projects.
- Ability to make verbal and written presentations to various groups.
- Ability to do on site inspections of projects under constructions in all types of weather and on varied terrain that is uneven sloped and rough.
- Ability to communicate effectively both orally and in writing with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to establish and maintain effective working relations with City staff, elected officials, outside agencies and the community.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to manage multiple tasks, determine priorities and evaluate resources.

The statements contained herein reflect general details as necessary to describe the level Of knowledge, responsibility and skill typically required by positions within a classification, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: July 2001
EEO CATEGORY: Professional
STATUS: Exempt