

City of Dallas
Classification Specification

Title:	Senior Landscape Architect	Class Code:	00015
Application:	Career Series	Pay Grade:	L
Supplemental/Code:	Professional/ 2	Established:	10/01/07
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Functions as a senior professional level licensed landscape architect responsible for park infrastructure design and construction, conducting studies, research, and other activities involving technical problem solving or serves as a senior technical expert responsible for conducting these activities.

Essential Functions:

1. Serves as a senior level project manager, in diverse situations ranging from traditional park improvement projects to capital improvement projects which encompass design and construction of athletic fields, hike and trails, park structures, playgrounds and landscaped features in park setting.
2. Develop and review park improvement plans and specifications, develop project schedules, determine scope of services, evaluate bids and consultant proposals, perform quantity take-offs and cost estimating, make design modifications to accommodate field condition, monitor project budget and manage construction contracts.
3. Provide technical expertise to assist other park staff in resolving complex field problems related to construction or maintenance procedures. May supervise junior and entry level landscape architects or review their projects.
4. Organizes and conducts community meetings for park master planning and discussion of other park related issues.
5. Investigate and write technical reports with recommendation on problems involving park facilities.
6. Participates in developing technical standards and procedures in a technical committee and on task forces.
7. Assist the program manager as required in the day-to-day management of the section in his absence.
8. Serves on interview panels, task forces and committees on special projects such as a consultant selection committee.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of City ordinances, State and Federal regulations and professional standards that affect landscape architecture and engineering of park projects.

Working knowledge of City's construction contracting procedures and processes.

Knowledge of principles of management and ability to supervise a staff.

Ability to manager projects in design and construction of park projects

Ability to work independently with minimum supervision.

Ability to communicate effectively both orally and in writing with a wide variety of people.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Must be a Licensed Landscape Architect.

Working Conditions and Hazards:

Works in an office and outdoor environment

Conducts occasional field visits that require driving, walking, bending, squatting, kneeling and climbing,

Texas Class C driver's license.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.