



# City of Tempe

## LANDSCAPE ARCHITECT

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	544	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$79,301
<i>Supervision Level:</i>	Non-supervisor	<i>Salary / Hourly Maximum:</i>	\$107,056
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Sr. Planner
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Parks Manager or from other supervisory staff.  
 Provides functional and technical direction to technical and administrative staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three years of experience in landscape architecture. An emphasis in public projects is preferred.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in landscape architecture or degree related to the core functions of this position. AutoCad experience and certification in playground safety and planning is preferred.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>• Must possess and maintain a valid driver's license.</li> <li>• Must be registered as a Professional Landscape Architect in the State of Arizona.</li> </ul>

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To further City initiatives in performing advanced professional landscape architect work relating to the planning, design, and construction of City projects. Works cooperatively with development teams, engineers, architects, landscape architects, parks maintenance and recreation staff, planners and inspectors in planning, designing, and construction of parks and other public facilities.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Provides project management on assigned projects to include master plans, park designs, park designs and development projects.
- Prepare master plans, renderings, cost estimates, construction drawings and other necessary work for the completion of design projects;
- Establish general landscape requirements and design standards; review landscape plans for compliance with City standards;
- Exercise considerable independent judgment in accomplishing the work;
- Review designs, drawings, payment requests, and schedules prepared by consultants;
- Review and prepare scope, specifications and addendums for various procurement RFPs, bids and quotes;
- Perform site visits and field inspections of landscape and park projects under construction;
- Perform field inspections to assess condition rating of parks and landscape infrastructure;
- Coordinate and participate in writing, negotiating, reviewing, awarding, and administering contracts;
- Review on-going and completed plans for compliance with approved standards, City codes, and Americans with Disabilities Act (ADA) requirements;
- Coordinate work with consultants and applicable city, county, state, and other agencies;
- Respond to inquiries from the public;
- Assist in the facilitation of community outreach meetings;
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures;
- Recommend goals and objectives; assist in the development of policies and procedures;
- Prepare concise, clear, and accurate reports for City Council, Department Directors, other jurisdiction or agencies, consulting firms and the public;
- Present information and recommendations on projects and documents of a complex, specialized nature to the public, and a variety of Boards and Commissions;
- Confer with engineers, developers, architects, a variety of agencies and the general public in acquiring information and coordinating landscape matters;
- Investigate and resolve technical problems;
- Facilitate solutions to problems facing the department/division;
- Perform related duties as assigned;

- Physically present to perform the duties of the position.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours;
- Work out doors in inclement weather during site visits.

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

### JOB DESCRIPTION HISTORY

*Effective December 2015*

*Revised March 2019 (PW Reorg – moved to Community Services Department)*