Cordova Recreation & Park District

# Landscape Architect

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| **SALARY** | $46.29 - $59.07 Hourly<br>$3,702.83 - $4,725.85 Biweekly<br>$8,022.80 - $10,239.35 Monthly<br>$96,273.58 - $122,872.20 Annually | **LOCATION** | Rancho Cordova, CA |
| **JOB TYPE** | Full-time | **JOB NUMBER** | 2025-00000559 |
| **DEPARTMENT** | Park Planning and Development | **OPENING DATE** | 03/31/2025 |
| **CLOSING DATE** | Continuous | | |

## Description

***This posting is continuous, and applications will be reviewed as they are submitted.***
***The District reserves the right to close the recruitment at any time or at the time the position is filled.***

**The Cordova Recreation & Park District (CRPD) is seeking a Landscape Architect to serve on our Planning and Development team!**

**The ideal candidate embodies our core values of communication, creativity, accountability, leadership, service, and integrity. We are seeking someone that is passionate about park development and highly skilled in project management and the implementation process.**

**Consider joining our team if you want to expand your career and make an impact on how the communities we serve will look in the decades to come!**

*This is a full-time onsite position with a comprehensive benefits package that includes fully paid medical, dental, and vision for the employee and all eligible dependents. CRPD participates in the CalPERS Retirement System. Employees in this classification have the option of working a 9/80 schedule. (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off)*

**Summary Description**

Under general direction of the Principal Planner, performs journey level landscape architectural work in the planning, review, design and construction of new parks and renovations to existing District assets; provides information and assistance to consultants, contractors, the general public, outside agencies and organizations; develops, negotiates, and administers consultant service and construction contracts; works in partnership with the District's Construction Project Manager; and performs other related duties as required.

**Who We Are**

Established in 1958, Cordova Recreation & Park District (CRPD) is an independent special district governed by an elected Board of Directors.

We provide quality recreational programs, parks and services for our diverse and growing region. We currently operate over 50 parks and facilities across more than 600 acres of urban and open space. We also operate Cordova Golf Course which is a full-service 18-Hole course with a lighted driving range, pro-shop and lessons from PGA professionals. We host dozens of events throughout the year and provide athletic, educational and creative outlets for children and adults of all ages.

**Who We Serve**

We proudly serve communities within Sacramento County including the City of Rancho Cordova and the communities of Gold River, Larchmont, Mather, Riviera East, Rosemont and additional unincorporated portions of Sacramento County.

Learn more about Who We Are at cordovarpd.gov/about-us/!

## Essential Functions

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Participate in the preparation of master plans, detailed and complex site plans, construction drawings, specifications, and cost estimates for the development of parks, plazas, streetscapes, trails, and other landscape architectural projects; utilize personal landscape architectural professional stamp on District projects where appropriate.
- Participate in the design of landscape architectural elements including layout, grading, drainage, planting, irrigation, paving, and construction detailing for parks, plazas, streetscapes, trails, and other outdoor public spaces.
- Prepare sketches, preliminary drawings, schematic designs, and cost estimates.
- Utilize Landscape Architect stamp where appropriate.
- Review development planning documents, site and landscape architectural plans to ensure compliance with regulations and requirements.
- Administer selection of consultants and development of consultant agreements; negotiates contracts as necessary; oversee consultants and monitor agreements on assigned projects.
- Administer and monitor construction contracts, monitor contractor performance.
- Coordinate with District inspectors to inspect and review construction progress and to ensure proper interpretation and compliance with plans and specifications, quality of materials, and workmanship.
- Oversee design and development of turnkey parks.
- Prepare grant proposals and administers grant-funded projects; works with community members who wish to seek local grants as necessary.
- Assist in the development of design specifications, standards, plan review criteria, and policies and procedures related to the planning, design and implementation of District parks and facilities.
- Assist with budget preparations, project scheduling, and project cost tracking; obtain bids and quotes, and authorize purchases and payment of invoices within authority level.
- Prepare and submit construction documents to permitting agencies to obtain permits for construction; facilitate submittal of consultant documents to the permitting agencies including arranging for proper payment by the District to permitting agencies for the permit applications.
- Conduct studies and prepare reports and recommendations concerning park and facility needs and/or concerns of the District; prepare studies in connection with park acquisition and development; prepare staff reports for Board of Directors meetings.
- Prepare ecological studies, environmental impact statements, and feasibility reports pertaining to District assets, parks, plazas, streetscapes, trails, and related facilities.
- Confer and coordinate with other departments, governmental agencies, community representatives, and contractors involved in the planning, design and development of landscape architectural projects.
- Facilitate and conduct public presentations and/or represent the department at various public and agency meeting.

- Order survey, mapping, and data collection.
- Lead, coordinate, and delegate the work of other staff and interns as needed; participate in the hiring of staff.
- Serve as liaison for landscape architectural functions with other divisions, departments, committees, and outside agencies.
- Perform related duties as required.

## Minimum Qualifications

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

- Principles and practices of park project management.
- Current landscape architectural design, construction, and engineering principles and practices.
- Easements, title reports, and other land acquisition documents.
- Methods, materials and techniques in the construction, maintenance and repair of landscaped areas.
- Principles of budget preparation and budget control.
- Principles and practices of record keeping.
- Principles of business letter writing and basic report preparation.
- Principles and practices of lead supervision.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Modern software programs including project management software, AutoCAD, Adobe Acrobat Suite (e.g., Photoshop, InDesign and Illustrator), and familiarity with ESRI ArcGIS (e.g., ArcMap, ArcCatalog).

**Ability to:**

- Perform professional level landscape architectural duties, including stamping plans prepared by Landscape Architect.
- Establish long-range goals and project schedules.
- Prepare project progress reports.
- Coordinate park and facility projects with contractors and governmental and community agencies.
- Serve as a District representative on various professional committees and during meetings.
- Interpret and analyze federal, state, and local laws and regulations and departmental policies and regulations.
- Coordinate the consultant selection process.
- Review and evaluate the work of consultants.
- Complete complex landscape architectural assignments requiring the use of judgment and initiative in developing solutions to problems, interpreting general polices, and determining priorities for work assignments.
- Prepare detailed plans, drawings, and sketches for proposed designs.
- Stamp and approve constructions plans and documents.
- Navigate the permitting processes of multiple agencies.
- Prepare clear, concise, and accurate reports, correspondence, and policy documents.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Maintain and update professional skills, including keeping current with new trends and techniques in landscape architecture and design and related computer software.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Drive to parks and work sites throughout the District to monitor the work of contractors and perform related onsite work for the Planning division.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*
Equivalent to a bachelor's degree from an accredited college or university with major course work in landscape architecture or related field and four years of responsible and varied professional landscape architectural experience.

**License or Certificate:**
Possession of a certificate of registration as a Landscape Architect in the State of California.
Possession of, or ability to obtain, a valid California driver's license within six months of employment.

**Additional Requirements:**
Department of Justice (DOJ) background check.
Required to take and pass a drug screening.

## Supplemental Information

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Work is performed primarily in a standard office environment with extensive public contact and constant interruptions.

**Physical:** Sufficient physical ability and mobility to work in an office setting; to sit or stand for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to use standard office equipment requiring repetitive hand movement and fine coordination including the use of a keyboard; to attend off-site meetings; to make site inspections on undeveloped land with uneven terrain; to lift and carry items weighing up to 20 pounds; to make frequent decision-making and concentration; frequent public and coworker contact; occasional working alone; frequent repetitive motion, writing, grasping, holding and reaching; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

***NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.***

**Pre-Hire Requirements:**
Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: Department of Justice (DOJ) background check, pre-employment drug screening, reference check, DMV check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

**How to Apply for this Position:**
An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. CRPD reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

**SELECTION PROCEDURES**

**Initial Selection Review:**
The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications

will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to a series of panel interviews at a date that is to be determined.

**Testing:** Testing for this position may include, but is not limited to the following: portfolio submission, panel interview, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

**Americans with Disabilities Act (ADA) Accommodation:** If you require reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations for the hiring process.

**Withdrawing from Recruitment Process:** Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

**Questions:**
All questions regarding this position should be directed to the assigned recruiter.

***NOTE:*** *The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.*

**Equal Opportunity Employer:**
The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

## Benefits

**EMPLOYMENT CLASSIFICATION:** Regular Full-Time, Exempt

**SALARY:** Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

**SOCIAL SECURITY:** Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

**MEDICARE:** Employees hired after March 31, 1986, contribute 1.45% to Medicare.

**RETIREMENT:** Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:
*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.
*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

**DEFERRED COMPENSATION:** Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

**MEDICAL BENEFIT:** Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

**DENTAL/VISION CARE:** The District contributes 100% toward employee and dependent dental and vision premiums

provided by Mutual of Omaha.

**LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE:** The District provides Term Life and AD&D equivalent to one year gross salary.

**LONG TERM DISABILITY:** The District contributes 100% toward employee long term disability plan provided by Mutual of Omaha.

**VACATION:** Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

| Years of Employment | Hours Per Month | Hours Bi-Weekly | Max Accrual of Hours |
|---|---|---|---|
| 1 - 5 Years | 8.0 | 3.69 | 192 |
| 6 - 10 Years | 10.0 | 4.62 | 240 |
| 11 Years | 10.7 | 4.92 | 256 |
| 12 Years | 11.3 | 5.23 | 272 |
| 13 Years | 12.0 | 5.54 | 288 |
| 14 Years | 12.7 | 5.85 | 304 |
| 15 Years | 13.3 | 6.15 | 320 |
| After 15 Years | 14.0 | 6.46 | 336 |

**HOLIDAYS:** All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

**SICK LEAVE:** Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

**ADMINISTRATIVE LEAVE:** Regular full-time exempt employees are granted eighty (80) hours of Administrative Leave each calendar year. Administrative leave hours may be carried over from one fiscal year to the next, up to the 80.00 hour ceiling. New employees or employees becoming eligible due to a promotion receive Administrative Leave on a prorated basis, with six point six seven (6.67) hours granted for each full calendar month remaining in the calendar year with a maximum of 80 hours.

**UNIFORMS:** Uniforms are provided to employees in designated positions.

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**Employer**

Cordova Recreation & Park District

**Address**

11070 White Rock Road
Suite 130

Rancho Cordova, California, 95670

**Phone**

(916) 842-3300

**Website**

cordovarpd.gov

## Landscape Architect Supplemental Questionnaire

*QUESTION 1

**Applicants are asked to complete this supplemental questionnaire as part of the screening and selection process. The information you provide will be reviewed to help determine your eligibility to move forward. To ensure a fair process, please provide complete and accurate responses. Incomplete answers, omissions, false statements, or referring to your resume instead of responding may affect your eligibility. Do you agree to answer each supplemental question honestly and understand that your responses may be verified against the information in your application?**

- ◯ Yes
- ◯ No

*QUESTION 2

**The annual salary range for this position is $96,273.58-$122,872.20. By checking the box below, you acknowledge your understanding of the salary paid for this position.**

- ◯ I acknowledge understanding of the salary paid for this position.

*QUESTION 3

**The Landscape Architect is a full-time onsite position with an option to work a 9/8/80 schedule (Monday through Thursday, 9-hour days; Friday 8-hour day; every-other-Friday off). There are no regular hybrid or remote schedules available. By checking the box below, you acknowledge your understanding of the schedule for this position.**

- ◯ I acknowledge understanding of the schedule for this position.

*QUESTION 4

**Describe your experience managing complex planning, development and construction projects. Give 2-3 specific examples.**

*QUESTION 5

**Please provide specific examples of your experience working with capital improvement projects and renovations in existing parks.**

*QUESTION 6

**Describe how you self-organize and prioritize complex project schedules and tasks.**

*QUESTION 7

**Please give specific examples of your experience managing contractors and consultants.**

*QUESTION 8

**Do you possess a certificate of registration as a Landscape Architect in the State of California?**

- ◯ Yes
- ◯ No

*QUESTION 9

**This position requires the ability to drive to parks and work sites throughout the District to monitor the work of contractors and perform related onsite work. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License?**

- ◯ Yes
- ◯ No

*QUESTION 10

**After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?**

- ◯ Yes
- ◯ No

* Required Question