



SOUTHGATE RECREATION & PARK DISTRICT Job Announcement

Landscape Architect

Application Screening begins August 2, 2021

Under general direction, plans and develops parks and recreation facilities; prepares general and detailed land use plans; generates complex construction documents; supervises construction and maintenance of assigned landscape architectural projects.

ESSENTIAL FUNCTIONS

Administers construction contracts and monitors budgets of assigned projects.

Oversees the preparation of assigned contract plans, specifications and estimates, bid packages, and other contract documents as required for assigned construction projects.

Reviews construction documents and prepares plan review comments for consultants.

Performs and oversees all functions of contract administration on assigned projects including the review, preparation and processing of change orders; responding to Requests for Information (RFI's), preparing written correspondences to contractors; reviewing construction status, schedule, and any other issues with contractors; preparing agendas for on site project construction meetings with inspectors and contractors and reviewing daily inspection reports and weekly working day statements for construction projects.

Oversees the preparation of general and detailed land use and development plans for parks, trails, landscape corridors and recreation facilities.

Receives, reviews, and approves payment invoices and monthly billing from consultants, contractors, vendors, and support services.

Oversees the review of plans, drawings, studies and reports prepared by outside consultants and other agencies for parks, trails, landscape corridors and recreation facilities.

Administers and participates in the selection process for consultants; prepares performance specifications, estimates budgets; oversees and coordinates work of consultant; evaluates performance and work product; reviews progress payments.

Prepares and conducts community outreach presentations for community groups, the general public and official governing bodies.

Oversees the implementation and development of standard operating procedures pertaining to functional area e.g., AutoCAD standards and construction documentation set up.

Attend and conduct a variety of meetings as assigned. Make presentations to the Board of Directors and others.

Follows oral and written instructions.

Maintains office area in a neat and orderly condition.

Works harmoniously and cooperatively with fellow employees and the public

ADDITIONAL RESPONSIBILITIES

Other duties as assigned.

MINIMUM REQUIREMENTS

Knowledge of and Skilled in:

- Principles of current landscape architecture technology, design and landscape construction methods including some elements of engineering principles as applied to landscape architecture.
- Principles and procedures of soil science, planting, irrigation, and landscape maintenance.
- Federal, State and County laws, codes, ordinances, and regulations which impact landscape architectural and construction practices and procedures.
- Methods of planning and administering a variety of landscape architectural and site layout programs.
- Computer aided drafting and computer graphic programs.
- Active and exotic plant materials best adapted to specific uses.
- Principles of project and budget administration.
- Principles and techniques of supervision, training, discipline, and performance evaluation.

Ability to:

- Prepare construction documents, construction estimates, contract specifications, requests for bids, environmental documents, and schedules.
- Review and evaluate engineering and architectural features and design solutions for compatibility to proposed landscape projects.
- Comprehend a variety of reference books, manuals, and information documents including Uniform Building Code, Sacramento County Specifications, bid abstracts, architectural drawings/plans, and engineer drawings/plans.

- Assign, review and supervise the work of other employees.
- Analyze problems that arise and recommend or implement solutions.
- Communicate effectively with coworkers, contractors, consultants, architects, engineers, community groups, governing bodies, and the general public, both verbally and in writing.

Physical Requirements: Must be able to perform physical labor, lift, carry, push and pull heavy objects, such as tables and chairs, (up to 30 lbs.) Must be able to walk, stand, stoop and crouch for long periods; climb ladders.

EDUCATION AND EXPERIENCE

Bachelor's degree from an accredited college or university in Landscape Architecture or a closely related field. Five years experience as a Landscape Architect; One year public agency experience preferred. Additional experience may be considered for the college degree requirement.

CERTIFICATES AND LICENSES

Must possess a valid Certificate of Registration as a Landscape Architect issued by the California Board of Landscape Architects

Valid California Driver's License is required. Insurable under District policy.

COMPENSATION

Starting salary is \$79,163 – \$101,034 annually, depending on qualifications. Benefits include personal time off, holidays, health, dental, and life insurance and retirement programs.

STATUS

Full-time; Non-Exempt.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. The incumbent may be required to follow any other instructions, and to perform any other related duties.

Southgate Recreation and Park District is an Equal Opportunity Employer. Applicants will be considered on the basis of their qualifications without regard to race, color, national origin, ancestry, sex, religion, age, mental or physical disability, veteran status, medical condition, marital status, genetic information, sexual orientation or pregnancy.