

CLASS SPECIFICATION
Landscape Architect Project Manager

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general direction, oversees and coordinates multiple parks projects from conceptual initiation through completed construction including oversight of various landscape architect projects; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Landscape Architect Project Manager supervises and directs a group of professional and technical employees engaged in park planning and recreational facility design and construction oversight and authenticates construction documentation as a registered Landscape/Architect.

The Landscape Architect Project Manager is distinguished from Landscape Architect by having broad oversight over multiple parks projects from conception to construction and having supervisory responsibility over professional and technical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, directs, controls, integrates and evaluates the work of the assigned professional and technical staff; with staff, develops, implements and monitors work plans to achieve bureau and group mission, goals and performance measures; contributes to the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Coordinates park design projects through design, development and construction with various regional, state or federal jurisdictions, as well as with special-interest groups, neighborhood associations, other stakeholders and the public.
3. Prepares requests for proposals for outside services; manages the consultant selection process; negotiates contracts; plans, schedules and directs the work of consultant teams in preliminary engineering, engineering design and construction services; reviews engineering, landscape architect and architectural reports and specifications; coordinates work with the construction manager, project consultant and contractor during construction.
4. For assigned projects, completes and monitors construction cost estimates, project budgets and schedules. In coordination with operations staff and management, value engineers projects to stay within budget.
5. Develops reports, memoranda, letters and other documents regarding project issues for both internal-City and external distribution; works with engineers, architects and construction

contractors regarding normal and unusual project problems and phases; ensures the maintenance of detailed records of project activities, findings, progress and results.

6. Ensures assigned project compliance with federal, state and local laws, regulations and policies.
7. Monitors and approves payments to project consultant subcontractors.
8. Directs project management of park facility design, planning and construction projects, including contractor selection, contract negotiation, performance oversight, and compliance monitoring to ensure compliance with established standards.
9. Spearheads public involvement and coordinates public outreach and mediation of community concerns regarding project proposals and impacts.
10. Prepares and makes presentations before citizen groups, various commissions and the City Council.
11. Initiates and monitors implementation of appropriate safety and environmental safeguards in accordance with applicable regulations and prudent professional practice to ensure that employee, citizen, and environmental hazards and impacts of operational activities are eliminated or reduced to acceptable or allowable risk levels.
12. Reviews and approves final work products, authenticating construction documents and plans as certifying Registered Landscape/Architect.
13. Participates in the development of standards for inclusion of adequate park and open space components of urban renewal projects.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Landscape architecture, architecture, facilities planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.
2. Public works project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
3. Public works project funding, budget, personnel, cost control and administrative practices and policies.
4. Safety, access, and environmental regulations, laws and practices governing operational activities and related potential employee, citizen, and environmental effects and their mitigation.
5. Information technology and computer capabilities applicable to functional responsibilities.
6. City human resources policies and labor contract provisions

Ability to:

1. Plan, assign, coordinate, and review the work of professional and technical subordinates.

2. Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices applicable to the area of specialization.
3. Prepare, administer and monitor a project budget and anticipate future budgetary needs.
4. Prepare and interpret planning and construction documents, codes, regulations and complex urban design material.
5. Assess potential impact of planning proposals within the overall City park system context.
6. Perform site evaluation, assessing physical and environmental constraints, potential for development meeting community needs, and stakeholder interests and concerns.
7. Communicate effectively orally and in writing, including the fostering of good media and community relations.
8. Interact effectively, engage in problem solving and team building, and partner with citizens, community groups and contractors.
9. Establish and maintain effective working relationships with a diverse workforce and community.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in landscape architecture or architecture; and at least four years of progressively responsible public facility planning and design experience, or an equivalent combination of training and experience. Experience in a public agency, and supervisory experience is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license

A valid certificate to practice as a registered Professional Landscape Architect or Architect, and a valid Oregon Professional Landscape Architect or Architect Certificate within six months after appointment

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History: Adopted: 10-29-07

June 2009 - Change Job Class number from 7659 to 30000930, due to system change.