

**CLASS SPECIFICATION**  
**Building/Landscape Designer II**

FLSA Status: Exempt  
Union Representation: City of Portland Professional Employees Association (COPPEA)

**GENERAL PURPOSE**

Under general supervision, performs architectural and project management duties of intermediate difficulty in connection with the design and improvement of buildings, facilities, structures, parks, trails and natural areas; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Building/Landscape Designers II manage moderately difficult building and landscaping construction, improvement and renovation projects. Incumbents are assigned intermediate duties in researching and investigating program needs; preparing concept plans, project plans and specifications; and monitoring contracts. When applicable, incumbents' work is reviewed by and approved by a licensed architect or licensed landscape architect.

Building/Landscape Designer II is distinguished from Architect and Landscape Architect in that incumbents in the latter classes perform and manage complex design, development and/or renovation projects requiring registration as an architect or landscape architect.

**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. Prepares landscape architectural design drawings, construction details and architectural renderings; prepares descriptive plans and/or drawings.
2. Serves as project manager and/or spokesperson for smaller and/or less-complex projects; coordinates projects by developing work schedules, budgets and coordinating the tasks of others to complete assigned projects; reviews and assesses work performed by project consultants as assigned.
3. Participates in the design of major improvement projects and development of management and master plans for natural areas, trails and parks; assists in the development of policies for development and maintenance of natural areas.
4. Evaluates private and public development proposals for potential impacts on City parks; participates in planning programs with other City bureaus and public agencies to ensure the protection of parks and open spaces.

5. Consults with clients to determine project requirements; gathers and prepares information regarding design, specifications, materials, equipment, estimated costs and time schedules to achieve project completion.
6. Evaluates site conditions and possible environmental impact.
7. Develops and implements site selection processes; conducts site surveys to analyze characteristics of a site, using surveying tools and knowledge of applicable principles and architectural codes or regulations.
8. Responds to requests for information; facilitates public meetings with citizen groups, technical committees and public agencies to explain and describe project plans, generate support and develop project participation by sharing project goals and purposes and to evaluate recreational and open space needs and requirements.
9. Prepares construction documentation, including plans, details, design specifications, bidding documents and construction contracts.
10. Explains City policies and procedures to contractors, vendors and architects to improve their understanding of City permitting, construction and improvement standards.
11. Oversees bidding process; negotiates agreements and writes contracts; recommends, manages, and approves payment to design professionals; recommends payments for construction and various purchases.
12. Administers construction contracts and conducts periodic on-site observation of work in progress to ensure contract compliance; develops cost estimates and project schedules; provides technical assistance to construction management staff in interpreting plans and specifications as requested during construction phase; monitors project budgets.
13. Obtains land use and building permit approvals.
14. Prepares reports and presentations; prepares grant applications and administers grant-funded projects as assigned.
15. Participates in determining methodologies, information resources and techniques to be utilized in the conduct of landscape architectural research and planning studies.

#### **OTHER DUTIES**

1. Reviews contractors' as-built information and updates records drawings.
2. Updates product literature for library.
3. Reviews and comments on proposed changes to regulations.

4. Assists in teaching computer drafting techniques.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Architecture and/or landscape architecture, facilities planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.
2. Site engineering, grading, drainage system design, utility systems design, planting design, sports field layout designs and public recreation space needs.
3. Building, recreational facilities, and landscaping construction methods and commonly used materials.
4. Specification writing and cost estimating methods and techniques.
5. Project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
6. Administrative practices and policies related to budget, personnel and cost control.
7. Safety access and environmental regulations, laws and practices governing operational activities and related potential employee, citizen and environmental effects and their mitigation.
8. Information technology and computer capabilities applicable to functional responsibilities, including word processing, mapping and graphics.
9. Basic principles and techniques related to community involvement.

### **Ability to:**

1. Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices applicable to the area of specialization.
2. Interpret planning and construction documents, codes, regulations and urban design materials.
3. Perform site evaluations, assessing physical and environmental constraints, potential for development in meeting community needs and stakeholder interests and concerns.
4. Communicate effectively orally and in writing, including communicating technical material to non-technical audiences and the public.
5. Interact effectively, engage in problem solving and team building and partner with citizens, community groups and contractors.

6. Operate a personal computer using standard or customized software applications appropriate to assigned tasks including automated and manual drafting equipment.
7. Establish and maintain effective working relationships with managers, design and engineering consultants, contractors, community representatives and others encountered in the course of work.

**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 architecture or landscape architecture; and at least two years of progressively responsible public facility planning and design experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

**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.

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**Class History:**

- Adopted: 09-29-93
- Revised: 04-03-95 Spec reviewed for supervisory language.
- Revised: 02-05-95 Title changed from Associate Architect as per OAR Chapter 671.
- Revised: 07-01-01 Spec revised as part of the COPPEA Classification and Compensation study. Building/Landscape Designer II (6002) class created from the following COPPEA class(es):  
3134 Building/Landscape Designer
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- Revised: 03-12-08 Revised language regarding work being reviewed by licensed architect  
June 2009 - Change Job Class number from 6002 to 30000312, due to system change.