

**CLASS SPECIFICATION**  
**Landscape Architect**

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

**GENERAL PURPOSE**

Under general direction, performs advanced landscape architectural work in preparing and managing difficult, complex landscape architectural projects involving the construction and renovation of landscaped areas and recreational facilities as a registered landscape architect; researches and investigates design needs, designs or oversees plan and specification development and monitors contracts to manage projects through to completion; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Landscape Architects are responsible for the design and construction of City parks and public spaces, ensuring they are well planned or improved in compliance with long range City plans and regulations. Landscape Architects work independently at a professional level and exercise considerable independent decision-making authority under general guidelines. Incumbents apply practical landscape architectural principles to the design and construction of landscaped areas, according to aesthetic and functional factors.

**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. As project manager, consults with clients to determine project requirements, gathers and prepares information regarding design, specifications, materials, equipment, estimated costs, and time to completion to achieve project completion.
2. Directs, schedules, coordinates and reviews the work of assigned project staff and private consultants.
3. Determines methodologies, information resources and techniques to be utilized in the conduct of landscape architectural planning studies and research.
4. Conducts analysis, technical investigation and research on architectural planning related issues.
5. Plans layout of project, considering site conditions and possible environmental impact, and oversees bidding process to establish the scope of design and other services, following City procedures and contract law.
6. Conducts site surveys to analyze characteristics of a site, using surveying tools and knowledge of applicable principles and architectural codes or regulations.

7. Develops conceptual designs to optimize site utilization; prepares preliminary and final landscape architectural design drawings and construction details.
8. Prepares construction documentation including design specifications, bidding documents and construction contracts.
9. Meets 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 using charts, graphs and drawings.
10. Administers construction contracts and conducts periodic onsite observation of work in progress to ensure contract compliance; develops cost estimates and project schedules; prepares financial and legal contract documents and monitors project budgets to achieve successful project completion and/or grant compliance.
11. Develops master plans.

#### **OTHER DUTIES**

1. Organizes and directs volunteer efforts.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Landscape architecture, recreational facilities planning and urban design principles, practices, current trends, regulations, standards and laws applicable to the area of specialization.
2. Project management methods and practices for planning, budgeting, scheduling, monitoring performance and evaluating results.
3. Administrative practices and policies related to budget, personnel and cost control.
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. Basic principles and techniques related to community involvement.

##### **Ability to:**

1. Plan, assign, supervise and coordinate the work of project staff and outside consultants.
2. Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices applicable to landscape design and park and public space construction.

3. Prepare and interpret planning and construction documents, codes, regulations and complex urban design materials.
4. Perform site evaluation, assessing physical and environmental constraints, potential for development in meeting community needs and stakeholder interests and concerns.
5. Read and interpret architectural, engineering, typographic, geologic, hydrologic maps, plans and charts.
6. Communicate effectively orally and in writing, including communicating technical material to non-technical audiences and the public.
7. Interact effectively, engage in problem solving and team building and partner with citizens, community groups and contractors.
8. Operate a personal computer using standard or customized software applications appropriate to assigned tasks including automated and manual drafting equipment.
9. 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; and at least four years of progressively responsible landscape and recreational facility planning and design experience; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license.

A valid certificate to practice as a registered Professional Landscape/Architect.

A valid Oregon Professional Landscape/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.

**SPECIALTIES**

Positions in this class are assigned to one of the following specialties: Generalist (GEN), Landscape Plan Review and Inspection Specialty (LPRIS). Positions assigned to the Generalist specialty are defined in the General Purpose and Essential Duties and Responsibilities sections of the class specification.

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**Class History:**

- Adopted: 01-01-90 Class created as a result of consolidating the following COPPEA classes:  
3135 Parks Designer  
3137 Project Architect  
3211 Facility Planner
- Revised: 04-03-95 Spec reviewed for supervisory language.
- Revised: 07-01-01 Spec revised as part of the COPPEA Classification and Compensation study.  
Landscape Architect (6003) class created from the following COPPEA classes:  
3134 Architect
- Revised: 10-01-04 Addition of Landscape Plan Review and Inspection specialty.
- Revised: 08-01-06 Spec history revised to reflect pre-2001 COPPEA Study history. Spec formatting modified.
- Revised: 10-05-07 Spec revised to delete reference to Supervising Landscape Architect that was abolished in 2006
- June 2009 - Change Job Class number from 6003 to 30000313, due to system change.

## **Landscape Plan Review and Inspection Specialty**

### **GENERAL PURPOSE**

Under general direction, reviews and critiques plans for complex and sensitive landscaping projects; recommends and negotiates changes to achieve compliance with code; performs landscape inspections and trains others in landscape inspection; issues correction notices and other enforcement documents; develops and recommends modifications to code relating to trees and landscaping.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Reviews and critiques plans for the most complex and sensitive landscaping projects; may require developers to submit field amendments signed by registered architects; may recommend and negotiate solutions to code violations.
2. Participates in or leads public information and training sessions regarding landscape code; participates in developing public information and training materials.
3. Participates in developing informational materials for internal use; trains staff on how to perform simple landscape inspections.
4. Provides information, interpretations and assistance to developers, property owners and the public regarding land-use laws, policies, regulations, standards and procedures with respect to the submission of plans, processing of applications, code requirements and alternative options for meeting them.
5. Spot checks landscaping installations that have been certified by homeowners or third parties; reviews complex or sensitive installations; identifies code violations and issues correction notices and other inspection and enforcement documents and directives; works with stakeholders to resolve issues; coordinates with other BDS enforcement staff as needed.
6. Develops and recommends modifications to code relating to trees and landscaping.

### **MINIMUM QUALIFICATIONS**

Positions assigned to this specialty must meet the following minimum qualifications in addition to the core Minimum Qualifications requirement of this classification.

#### **Knowledge of:**

1. Theory, principles, standards, practices and information sources related to landscape architecture, planning, horticulture, and urban design.
2. Federal, state and city codes related to site development.
3. Dispute resolution and negotiation techniques.
4. Interrelationships between codes relating to landscape architecture and other building, land use, and environmental codes.

**Ability to:**

1. Understand, interpret, explain and apply federal, state, and city code, professional standards, and bureau policies and procedures to plan review and enforcement processes.
2. Perform site evaluation to assess physical and environmental constraints.
3. Identify landscaping code violations and other landscaping problems; and recommend alternatives.
4. Apply landscape architectural theory and practice in recommending and negotiating changes to plans or installations to achieve compliance with code.
5. Communicate clearly and effectively; negotiate solutions to problems under stress; facilitate discussions; make oral and written presentations to communicate complex information; train staff.
6. Use geographic information systems, graphics and word processing programs; read and interpret architectural, typographic, geologic and hydrologic maps, plans, and charts.