

CLASS SPECIFICATION
Building/Landscape Designer I

FLSA Status: Exempt
Union Representation: Professional and Technical Employees (PTE)

GENERAL PURPOSE

Under general supervision, performs routine project planning, design and coordination functions in connection with the design and improvements to buildings, facilities, structures, parks, trails and natural areas; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Building/Landscape Designers I design assigned components of larger projects and/or manage smaller building and landscaping projects. Incumbents perform routine duties in researching and investigating program needs, preparing concept plans, project plans and specifications and monitoring contracts. When applicable, incumbents' work is reviewed and approved by a licensed architect or a licensed landscape architect. Projects range widely in scope, including development of requests for proposal and construction estimates, obtaining permits, open space systems planning, site-specific master planning and detailed design work.

Building/Landscape Designer I is distinguished from Building/Landscape Designer II in that incumbents in the latter class are regularly assigned moderately difficult architectural and project management duties.

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 basic landscape architectural design drawings, construction details and architectural renderings.
2. Consults with clients to review project requirements, gathers and prepares information regarding design, specifications, materials, equipment, estimated costs, and time schedules to achieve project completion.
3. Conducts analysis, technical investigation and research on assigned projects.
4. Serves as project manager on projects of limited difficulty and scale; develops project schedules and budgets; reviews and assesses the work performed by other project staff, as assigned.
5. Conducts site surveys to analyze characteristics of a site, using surveying tools and knowledge of applicable principles and architectural codes or regulations.

6. Assists in facilitating public meetings with citizen groups, technical committees and public agencies to explain and describe project plans, generate support, and evaluate recreational and open space needs and requirements.
7. Prepares construction documentation, including design specifications, bidding documents and construction contracts.
8. Explains City policies and procedures to contractors, vendors and architects to improve their understanding of City permitting, construction and improvement standards.
9. Assists in administering assigned 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.
10. Prepares reports and presentations that include text, graphics, building or site plans and maps to describe a project and clarify its objectives.
11. Assists in preparing master plans for the Portland Parks System; evaluates private and public development proposals which may have an impact on City parks, participates in planning programs with other City bureaus and public agencies to insure the protection of parks and open spaces.

OTHER DUTIES

1. Prepares grant applications.
2. Responds to public inquiries.

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. Basic project management methods and practices.
5. Information technology and computer capabilities applicable to functional responsibilities, including word processing, mapping and graphics.

6. Safety access and environmental regulations, laws and practices applicable to assigned responsibilities.
7. Specification writing and cost-estimating techniques.

Ability to:

1. Apply federal, state and city laws, codes, standards and urban planning and design concepts and practices to assigned projects.
2. Interpret planning and construction documents, codes, regulations and design material.
3. Perform site evaluation, assessing physical and environmental constraints and potential for development.
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; 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.

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 I (6001) class created from the following COPPEA class(es):
3133 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 a licensed architect or licensed landscape architect
June 2009 - Change Job Class number from 6001 to 30000311, due to system change.
July 2017 – Updated union name from COPPEA to PTE