

City of Dallas
Classification Specification

Title:	Landscape Architect Assistant	Class Code:	00013
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Professional/ 2	Established:	10/01/07
FLSA Status:	Non-Exempt	Revised:	01/01/09

Position Purpose:

Functions as a staff position as an entry level landscape architect involving park improvement projects under the supervision of a Landscape Architect.

Essential Functions:

1. Performs conventional design and project management on park improvement projects in diverse site conditions including traditional park site landscaping, hike and bike trails, playgrounds, parking lots, open spaces and athletic fields.
2. Perform feasibility studies, collect field data and develop cost estimates on various types of park improvement projects for planning purposes.
3. Design park improvement projects under the supervision of a Landscape Architect.
4. Meet with park maintenance staff and neighborhood representatives to discuss planning and design issues related to park projects.
5. Assist project manager in landscape design projects.
6. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work:

Knowledge of project scheduling techniques and budget forecasting for park projects.

General knowledge and application of computer software packages.

Basic knowledge of city regulations, department standards, and state and federal regulations which affect design.

Basic knowledge of construction (i.e., capital improvements) practices and principles.

Ability to establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees, the general public and technical staff, consultants, contractors, and governmental agencies.

Ability to communicate effectively both orally and in writing.

Ability to apply landscape architect principles and drafting skills to design landscape plans for park projects and process development.

Ability to read and understand designs and plans.

Ability to write technical and non-technical reports.

Working Conditions and Hazards:

Usually works in an office environment.

Conducts occasional field visits that require driving, walking, bending, squatting, kneeling and climbing and measuring.

Texas Class C driver's license.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.