

City of Dallas
Classification Specification

Title:	Landscape Architect	Class Code:	00014
Application:	Career Series	Pay Grade:	J
Supplemental/Code:	Professional/2	Established:	10/01/94
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Plan, design, and implement landscape architectural projects to promote the enjoyment, health, safety, and welfare of the citizens of Dallas.

Essential Functions:

1. Defines specifications and manages landscape architectural and some roofing, lighting and fire alarm projects to ensure compliance with City of Dallas policies and state and federal standards.
2. Plans, designs, advertises for bid and administers contract and inspection services for landscape and other projects to ensure compliance with contractual terms and city's construction standards.
3. Serves as project manager by completing activities such as researching community input, preparing cost estimates and change orders, approving contractor payments, site master planning, site surveying, facility design, and preparation of plans to coordinate the activities under the landscape architectural function.
4. Represents the department at public meetings to plan and execute landscape architectural projects.
5. Oversees the execution of landscape architectural projects to ensure compliance with EPA standards, consumer project safety commission standards, and access and safety standards including the Americans with Disabilities Act.
6. Communicates with architects, engineers, landscape architects, equipment manufacturers, contractors, neighborhood groups, and federal and state government agencies to ensure compliance with applicable rules, regulations, and standards.
7. Responds to citizens' and City Manager's Office concerns about projects.
8. Performs related duties as assigned.
9. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills and Abilities Required to Perform Work:

Thorough knowledge of the theory, principles and practices of landscape architecture as applied to park planning or public works and design, preparation of plans and cost estimates for landscape and site developments.

Knowledge of various plants used for recreational and other public areas.

Knowledge of applicable city, state, and federal policies, standards, and regulations.

Knowledge of environmental issues.

Ability to administer and negotiate landscape contracts with private landscape firms.

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

Ability to communicate effectively both orally and in writing.

Must be a registered Professional Landscape Architect in Texas.

Working Conditions and Hazards:

Works primarily in office.

Occasional field visits require walking, standing, and climbing.

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.