

LANDSCAPE ARCHITECTURAL ASSOCIATE

DEFINITION

Assists the Landscape Architectural Unit, participates in the design and preparation of plans for the landscape treatment of school grounds, and confers with commissioned architects, engineers, and consultants regarding landscape standards and design policies.

TYPICAL DUTIES

- Develops landscape architectural details and coordinates with District design guidelines and standards.
- Provides computer-aided design (CAD) and general design assistance for in-house landscape design and greening projects.
- Prepares Design Service Proposals for landscape design projects.
- Conducts pre-design and construction administration site visits for all landscape design and greening projects.
- Coordinates with internal and external personnel and project stakeholders, including school principals, teachers, non-profit groups, parent-groups, in-house design managers, engineers, architects, technical staff, project planning staff, and Maintenance and Operations for landscape design projects and greening projects.
- Organizes and maintains all project documents and pictures in project folders and delivers project documents to field supervisors.
- Provides technical and project support using project tracking database and assists in maintaining greening database for garden projects.
- Assists in grant applications.
- Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Supervising Landscape Architect supervises the activities and personnel of the Landscape Architectural Unit, assists in the selection and directs the activities of commissioned landscape architects, and represents District interests relative to landscape architectural concerns.

A Landscape Architect provides technical direction to District landscaping personnel, commissioned landscape architects, and consulting engineers and reviews the work of commissioned landscape architects.

A Landscape Architectural Associate assists in the operation of the Landscape Architectural Unit and confers with commissioned landscape architects and school personnel regarding landscape matters.

SUPERVISION

General supervision is received from the Landscape Architect or the supervising Landscape Architect. Work direction is exercised over Facilities Services Coordinator and Engineering Aide.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural and engineering practices as related to grading, drainage, irrigation, and soil erosion
- State and local codes pertaining to landscaping and school construction
- Principles and standard practices of landscape architecture
- Principles, practices, and current trends in sustainability related to landscaping and irrigation systems
- Plant characteristics, their suitability for school usage, and the relation to climatic and soil conditions
- Functional site planning and school sites
- Major computer-aided design software system such as AutoCAD
- Graphic design and rendering software such as Adobe Suite, including Photoshop and Illustrator
- Microsoft Word, Excel, and Outlook

Ability to:

- Develop pleasing and functional landscape designs for school and recreational areas
- Select appropriate plants, grasses, synthetic turf, trees, and shrubbery for specific purposes
- Inspect landscape projects and irrigation systems for conformance with approved plans and specifications
- Estimate landscaping and irrigation systems cost
- Effectively utilize AutoCAD and graphic design software to create and update engineering plans and designs
- Write clear, concise directions and reports
- Work effectively with commissioned architects, landscape architects, engineers, consultants, and District personnel

Special Physical Requirements:

- Ability to stand, walk, bend, crawl, climb, reach overhead, crouch, kneel, balance, push, grip, pull and lift up to 50 pounds
- Ability to work safely in confined spaces and uneven surfaces
- Ability to do physical work under conditions involving temperature extremes

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree in landscape architecture or evidence of equivalent educational proficiency

Experience:

Three years of landscape architectural design experience on large commercial, government, or school projects that include the use of at least one computer-aided design software system such as AutoCAD.

Special:

- A valid California Driver License
- Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and/or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

Reestablishment of Class

03-17-22

CP