

SUPERVISING LANDSCAPE ARCHITECT

DEFINITION

Supervises the personnel, projects, and activities of the Landscape Architectural Unit and confers with school personnel and commissioned architects, engineers, and consultants on matters related to the design of District landscape projects.

TYPICAL DUTIES

Supervises the personnel, projects, and activities of the Landscape Architectural Unit engaged in: the preparation of landscape architectural designs, working drawings, and specifications for projects; compilation of data required for the preparation of drawings and specifications; calculation and estimation of costs; management of the scope of work, budget, schedule, and contracts of projects in the planning and design phases; and review and approval of plans, drawings, and specifications prepared by commissioned landscape architects and consulting engineers for compliance with regulations and to identify inconsistencies between architectural and engineering plans and specifications.

Serves as the Landscape Architect of Record for District landscape architectural work requiring Division of State Architect (DSA) or other relevant governing agency approval.

Consults, advises, and gives technical direction to commissioned landscape architects and their consulting engineers on District policies and guides for facilities design.

Prepares or directs the preparation of specifications and standards for landscape architectural site planning and building design and maintains these guides to assure conformance with all applicable codes including CALGreen, within the framework of District quality, economy, and greening policies.

Advises school personnel on the landscape architectural planning and architecture/engineering design implications of District sites and equipment standards.

Negotiates agreements on compensation for performance of extra services by commissioned landscape architects and engineers.

Consults with personnel in other branches regarding the interpretation of landscape architectural standards and policies and other landscape architectural design considerations.

Guides commissioned landscape architects in the selection and review of materials and colors.

Assists in the selection of the District's commissioned landscape architects, evaluates proposals on the scope of work and fees, reviews completed work, and recommends approval of partial and final fee payments.

Assists in establishing project allocations and is responsible for negotiating with commissioned landscape architects for agreements on preliminary estimates of construction costs.

Assists in establishing and directing procedures for the review of drawings and specifications.

Performs the landscape architectural work for more complex projects.

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 architects and school personnel regarding landscape matters.

SUPERVISION

General supervision is received from the Director of Architectural and Engineering Services, Deputy Director of Architectural and Engineering Services or designee. General supervision is exercised over Landscape Architects, Landscape Architectural Associates and other lower-level professional, technical, and support personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Architectural and engineering practices applied in the planning of landscaping and irrigation projects
- Preparation of landscape architectural specifications and related contract documents
- State and local codes and their application to landscaping and school construction
- Civil, landscape, and structural engineering principles, practices, and specifications as they pertain to schools and other buildings
- DSA regulatory process and requirements related to access compliance, structural safety, and fire and life safety.
- Public agencies' requirements and jurisdiction over project areas such as those related to county, city, fire department, and fire marshal
- Microsoft Windows operating systems
- Microsoft Word, Excel, and Outlook
- Principles of organization, personnel management, and progressive disciplinary procedures
- Principles of project and design management

Ability to:

- Prepare and review standards and specifications of landscape architectural projects
- Provide technical review and advice tactfully and effectively
- Coordinate and oversee to complex plans and specifications and edit the work of others
- Communicate effectively, both orally and in writing
- Work effectively with commissioned architects and engineers, District personnel, and representatives of public agencies
- Supervise effectively
- Develop scope of work, budget, and schedules for projects
- Manage multiple projects simultaneously

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 high school or evidence of equivalent educational proficiency.

Experience:

One year of experience as a licensed Landscape Architect in planning and designing large commercial, government, or school landscape projects.

Special:

Possession of the Certified Construction Manager (CCM) credential is preferable
LEED Professional Accreditation by the Green Building Certification Institute (GBCI) is preferable.

A valid Certificate of Registration as a licensed Landscape Architect issued by the California State board of Landscape Architects

An IA Certified Landscape Irrigation Auditor Certification is preferable.

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.

New Class

03-17-22

LKD