LANDSCAPE PLANNER

AGENCY/DEPARTMENT:
Development/Public Facilities

Approved By HR Director: Linda Matthews
Date Approved: 12/6/06
Date of Last Revision: 10/2/1995

Reports to: Senior Landscape Planner
Supervises: N/A

JOB SUMMARY: Under general supervision, reviews landscape development plans; plan checks landscape construction plans; inspects landscape improvement projects; and performs other related work as necessary.

DISTINGUISHING CHARACTERISTICS: This class performs journey level landscape plan review and inspection work. It is distinguished from the Senior Landscape Planner by the latter's responsibility for the full range of difficult and complex landscape planning, including project management, advanced plans design, and supervision over the Landscape Planner class.

EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Reviews development plans for compliance with the City's landscape policies and regulations.
2. Performs construction landscape plan checks.
3. Performs field inspection of landscape improvement sites.
4. Confers with and advises landscape architects, developers, engineers, contractors and the general public regarding landscape planning matters; provides information and technical assistance regarding City landscape development requirements.
5. Participates in the development of design standards and requirements; ensures functional use, aesthetic, and safety considerations are met.
6. Assists in the monitoring and assessment of changes and requirements of City parks.
7. Assists in the preparation of construction plans, specifications, and cost estimates for landscape projects, irrigation systems, recreation facilities, and structures; prepares preliminary project sketches.
8. Participates in the development and implementation of the landscape planning policies; reviews and evaluates landscape planning services, methods, and procedures.
9. Assists in the preparation of a variety of technical documents including Requests for Proposals, grant applications, construction specifications.
10. Prepares and reviews reports for City administration, commissions, and City Council.
11. Assists in the compilation of a variety of landscape planning project data.

QUALIFICATION GUIDELINES:

ANY COMBINATION OF EDUCATION AND/OR EXPERIENCE THAT PROVIDES THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS OF THE POSITION. A TYPICAL COMBINATION INCLUDES:

EDUCATION: Equivalent to a bachelor's degree from an accredited college or university in landscape architecture, architecture, planning, or a related field.

EXPERIENCE: Two years in landscape design, plan check, and/or inspection.

KNOWLEDGE OF:

- Principles and practices of landscape architecture, irrigation design and construction, and plant maintenance.
- Principles and practices of current land and infrastructure planning and construction.
- Field inspection practices.

ABILITY TO:

- Perform professional planning work in the area of landscape and park planning.
- Prepare and review construction and land development plans and reports.
- Read and interpret blueprints and technical specifications.
- Interpret and apply applicable policies, procedures, laws, and regulations.
- Assist in the preparation of working technical drawings, accurate technical specifications, and cost estimates for assigned projects.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships.

LICENSES:

- Valid Class C CA driver license.
- Acceptable driving record at time of appointment and throughout employment.

CERTIFICATIONS:

SPECIAL REQUIREMENTS:

DESIRABLE:

- Public sector landscape planning experience.

FLSA Exemption Status:	Non-Exempt
Employee Unit:	Unit 5, Technical/Professional Services
Job Family:	Planning
Class Progression:	Landscape Planner Senior Landscape Planner