



JOB DESCRIPTION

Job Title:	Landscape Architect		
Job Number:	1015	Jurisdiction:	CMM
Division:	City Planning & Community Development		
Department:	Parks, Recreation & Cultural Services		

NATURE OF WORK:

This position performs professional landscape architectural design duties and provides technical expertise and direction to internal and external stakeholders regarding landscape architectural design in the public realm. Responsibilities include planning, design, implementation management and coordination, inspection and acceptance of park and open space upgrades, streetscapes and playground development. This position reports to the Coordinator, Park Development.

DUTIES AND RESPONSIBILITIES:

Leads the preparation of plans and conceptual designs for parks and other public open spaces including detailed design and working drawings including site analysis, grading and drainage, planting, irrigation, site furnishings and equipment, cost estimation and preparation of specifications, tender and contract documents.

Leads the review of open space reports, modeling analysis, conceptual landscape designs, working drawings, applications and specifications prepared by other agencies for new public open space and/or other developments to ensure alignment with City policies, standards and specifications.

Develops corporate open space design standards and requirements to ensure functional use, aesthetic, and safety considerations are met.

Conducts site analyses and gathers field data to perform planning and design work.

Prepares technical specifications, tender documents.

Leads the review of agreements, bids and the selection of outside consultants and contractors.

Leads community groups, external agencies and other departments in solving design problems, presenting information on new and upgrade projects

Leads the negotiation and review of partnership agreements with Community Organizations for the purposes of improving or upgrading public parks and open space.

Leads public input processes to inform landscape architectural design solutions.

Leads the development and interpretation of design guidelines and standards related to open space requirements for new communities and the redevelopment of older neighbourhoods.

Leads the monitoring and inspection of field layout, staff and contractors to ensure compliance with drawings, plans, specifications and contracts

Responsible for the financial management of projects including change orders, extras, disbursements, and valuing deficiencies; approval and issuance of progress billings, release of holdback payments, and certificates of project completion.

Leads appropriate investigations and prepares responses and reports regarding open space planning and design-related inquiries.

Conducts analysis and research related to urban open space.

Leads CPTED (Crime Prevention Through Environmental Design) reviews of existing and proposed open space.

Directs the work of production staff and consultants.

Performs related duties as required.

QUALIFICATIONS:

Knowledge, Abilities and Skills:

Professional knowledge of landscape architecture principles and practices, including project planning, conceptual and detail design, cost estimating, preparation of plans and specifications, project management and associated computer skills.

Professional knowledge of landscape design processes and implementation.

Professional knowledge and demonstrated ability in technical and presentation drawings.

Thorough knowledge of construction law and the principles and processes of tendering and construction contract administration.

Ability to identify, analyze and assess opportunities and constraints of open space.

Ability to establish and maintain effective working relationships in a multi-disciplinary municipal environment, including public and inter-departmental service.

Ability to work independently or with a team when necessary, demonstrating sound judgment, creativity, flexibility and decision-making skills to evaluate and solve problems.

Ability to express ideas effectively in oral, written and graphic form, convey policies, bylaws and regulations related park and open space design, and present landscape designs using principles and theories of landscape architectural practice.

Skilled in the use of specialized computer aided design (CAD) and graphic design software

EDUCATION AND EXPERIENCE:

Typically, the knowledge skills and abilities required for this position are obtained through successful completion of a university degree in Landscape Architecture coupled with three (3) to five (5) years of experience in landscape design and project management, park design, public consultation, environmental planning and urban design.

Experience with AutoCAD and Microsoft Suite is required. Experience with Adobe Suite and Sketchup would be an asset.

WORKING/OTHER CONDITIONS:

Must have or be eligible for full member status in the Saskatchewan Association of Landscape Architects. Must possess a valid driver's license and have a vehicle available for work usage.

