

NEW CASTLE COUNTY GOVERNMENT

Number 0359

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CLASS SPECIFICATION

Date 07/29/08

Title: LANDSCAPE ARCHITECT

Approved:

Charlita L. Currell

GENERAL STATEMENT OF DUTIES: Performs professional landscape architectural work in connection with the master planning, design, layout, construction, and maintenance of parks and recreation facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for work which involves the preparation of master plans and individual development plans and specifications. This employee may supervise technical personnel who perform drafting duties. Assignments require analytical thinking and are carried out according to accepted professional landscape architectural standards and applicable departmental regulations. This employee is in frequent contact with civic groups and the public to discuss the planning and development of parks facilities and works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Inspects new and potential land areas, determines feasibility for parks and recreation uses, and approves for acquisition;
- Investigates and locates outside sources of funding for land acquisition, design and development;
- Prepares conceptual sketches and drawings for proposed development or renovation of parks and recreation facilities;
- Prepares plans and specifications for landscape architectural projects open to public bid;
- Makes cost estimates on landscape construction projects and assists in preparing operating and capital budgets;
- Oversees selection of and then assists landscape architectural consultants and other architectural consultants in the preparation of plans and specifications for the development or renovation of parks and facilities in the interest of coordinating effective landscape design and preserving natural scenery;
- Represents the County with civic groups, technical advisory committees and similar organizations;
- Compiles and evaluates information, statistics, and other data related to park planning and development;
- Conducts research and prepares technical and special reports as required;
- Makes recommendations on zoning, subdivision and planning regulations and policies as they relate to parks and conservation;
- Makes field studies of open space and facilities to determine needs in accordance with current standards;
- Analyzes existing park facilities, reviews public needs and develops a comprehensive park acquisition and development plan;

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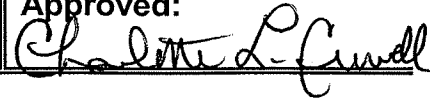
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Date 07/29/08

Title: LANDSCAPE ARCHITECT

Approved:



- Reviews subdivision plans for conformance with the park acquisition and development plan;
- Develops and administers a capital budget;
- May supervise personnel who perform architectural drafting duties;
- Coordinates and monitors projects within an overall construction development program;
- Ensures project compliance with the contract and construction drawings; revises and negotiates changes in progress agreements and payments to Architects, Landscape Architects, Engineers and contractors;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the principles and practices of landscape architecture, especially as applied to parks and recreation areas and theory, principles, and practices of horticulture; skill in drawing landscape architectural plans; ability to communicate courteously and effectively, both verbally and in writing; ability to organize landscape architectural work and to develop appropriate working procedures; ability to plan, schedule, and supervise work given to assigned employees.

MINIMUM QUALIFICATIONS: At least (1) one year experience in park planning or landscape architecture, possession of a Bachelor's Degree from an accredited college or university with major course work in landscape architecture and possession of a State of Delaware landscape architect license or an equivalent combination of education, experience and training directly related to the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check.

HISTORY OF REVISIONS:

Established:	04/21/75
Revised:	02/01/88
Revised:	05/15/89
Revised:	04/01/94
Revised:	01/15/94
Revised:	02/21/96
Revised:	07/01/97
Revised:	09/01/99
Revised:	11/01/03
Revised	07/29/08