



Job Specification

Job Title: Assistant Chief of Landscape Architecture	FLSA Type: Exempt	Date Established: 12/04/1973
Department: General Services	EEO Code: 02	Date Revised: N/A
Class Code: 16-43-38	Reports To: Chief of Landscape Architecture	Date Approved: 01/27/2021

Job Summary

Under general supervision, to assist in supervising the landscape architecture design activities and preparation of studies, concepts, designs, construction documents, and plans for municipal land development projects; and to perform related work as required.

Essential Duties and Responsibilities *(may perform other duties as assigned)*

- Supervise and assign work to a group of subordinate landscape architects engaged in making fundamental land development design studies, economic studies of alternate methods of solving specific landscape problems, preparing detailed designs, plans, drawings and specifications, and estimates of costs for municipal land development projects.
- Make assignments to staff members for study and design, including design and construction drawings, maps, illustrations, models, and reports on studies.
- Advise subordinates on design and other technical problems.
- Review and check work of subordinates.
- Suggest new or different approaches.
- Evaluate plans of subordinates.
- Coordinate work with the activities of other departmental units.
- Report on progress and tentative or final conclusions.
- Prepare or supervise the preparation of reports.
- Analyze financial and administrative implications of proposed land acquisition and disposal.
- Make recommendations to superiors on the basis of investigation concerning suitability of land for acquisition by purchase or lease, and the probable uses and advantages to be gained.
- In the absence of the Chief, present development proposals to civic groups, other City departments, and City Council.
- Make field investigations and present a resolution when conflicts arise between staff members or contractors on interpretations of facts.
- Design, select, and approve major design features.
- Investigate and analyze construction methods being used.
- Examines plans, specifications and estimates for completeness and conformity to accepted design practices, policies, and procedures.
- Prepare special studies and reports relative to such matter as alternate solutions and estimated materials and costs.
- Review requests for proposals (RFPs) and assist in the recommendation of award with the Office of Contracting and Procurement or other applicable departments.

Qualifications (required):

- Bachelor's degree in landscape architecture or a related field of study.
- Minimum of three (3) years of experience in landscape architecture, preferably as applied to municipal planning projects.

Equivalent combinations of education and experience may be substituted to meet the education and experience requirements of this position.

Qualifications (preferred):

- Completion of graduate school work in landscape architecture.
- One (1) year of experience in landscape construction work.

Knowledge, Skills, and Abilities

- Knowledge of the principles of landscape architecture.
- Knowledge of general city planning.
- Skill in the mechanics of design and in creating plans having artistic merit.
- Skill in the use of computer-aided design and drafting software applications such as AutoCAD.
- Skill in the use of commonly used word processing, spreadsheet, database, and presentation software and internet.
- Ability to organize work and supervise the activities of a small group of subordinates.
- Ability to demonstrate considerable tact, diplomacy and persuasiveness in dealing with subordinates and others.
- Ability to demonstrate initiative and resourcefulness in determining the approach to specific planning design and coordination problems.

Licenses, Certifications, and Other Special Requirements:

- Must be a registered licensed Landscape Architect in the State of Michigan; or begin reciprocity process from another state within one (1) month from date of hire and obtain State of Michigan license within two (2) years from date of hire.
- State of Michigan driver's license is required.
- Candidates considered for placement in this classification may be subject to a Criminal Background Investigation based on the requirements of the position.

Physical Demands

The employee generally remains in a stationary position for an extended period of time operating standard office equipment which may include computers, telephones, photocopiers, and fax machines. The employee is expected to move about to accomplish tasks such as opening file cabinets and moving files. Must be able to lift, push, pull, and carry up to 25 pounds.

Work Environment

Work is performed primarily in an office environment. Some work requires travel to meetings, conferences, and other work sites with exposure to seasonal weather conditions.

The above statements reflect the general nature and level of work performed by employees assigned to this class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification. Essential duties may vary from position to position.

Notes: