

HamiltonAnderson

Position Title: Landscape Designer II

Position Status: Full-Time

Work Flexibility: Hybrid

Who is HAA?: <https://www.hamilton-anderson.com/>

Hamilton Anderson is seeking a Landscape Designer II to join our Team! The primary function of the Landscape Designer II is to deliver the design of a small project and the design of a single aspect or element of a large project under the supervision of a Landscape Architect. Other tasks include the review of construction projects as well as preparation of drawings and narratives based on instructions for the sites.

Education and Experience Requirements:

- Bachelor or Master Degree in Landscape Architecture from a university with a program in landscape architecture accredited by the Landscape Architectural Accreditation Board (LAAB).
- Two or more years of relevant experience.

Position Responsibilities:

Documents:

- Use computer aided design software to document design drawings and details;
- Review landscape architectural plans of intermediate complexity for accuracy and to ensure that they conform to HAA standards and/or regulatory authorities for format;
- Research materials, requests samples from manufacturers and recommends materials based on suitability for use in projects;
- Review quantities, costs, accuracy of specifications, completeness, and constructability for intermediate projects or portions for a complex project;
- Prepare construction documents including site preparation/demolition, layout, planting, grading and construction details and specifications;

Design:

- Complete site planning designs and documentation for small or less complex projects or portions of the design initiated by a landscape architect for a complex project;
- Prepare planning and design studies for proposed projects;
- Use graphic presentation software (Photoshop, In-Design, Sketchup, PowerPoint, etc. to assist with design development
- Presentations:
- Prepare project presentation graphics, renderings and electronic media productions;
- Organize, facilitate and participate in public meetings and forums;

Reports:

- Use graphic software programs to prepare reports and presentations for clients;
- Complete research assignments on a variety of topics;

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- Write material for intermediate projects or assigned portions of reports for complex projects;
- Fieldwork:
- Complete field site visits to gather basic landscape data;
- Perform construction administration duties, ie: site observation, change orders, pay requests, RFIs, field reports, preparation of meeting minutes, etc;
- Prepare written materials associated with project management such as: transmittals, faxes, memos, letters, meeting minutes, etc. with minimal supervision.

Collaborative Responsibilities and Skills

- Build collaborative relationships by developing, maintaining and strengthening partnerships with others inside and outside HAA;
- Support innovation and organizational changes needed to improve HAA's effectiveness and profitability;
- Contribute to established Site Studio quarterly and yearly goals and vision;
- Ability to work tactfully and cooperatively with a diverse group of staff, clients, and vendors to establish and maintain cooperative and effective working relationships with others;
- Ability to complete assignments in a timely and accurate manner.

Hamilton Anderson Associates is an Equal Opportunity Employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.