

## Landscape Architect

### Job Summary:

Design attractive and functional public and private exterior spaces including: parks, gardens, playgrounds, streetscapes, recreation areas, etc.. Strategically plan the locations of buildings, roads, walkways, site amenities, and plantings within these environments. Design exterior spaces that complement the building design, site location, and are user friendly and harmonious with the natural environment.

### Supervisory Responsibilities:

- Oversees a team to ensure projects are completed on time and to specifications
- Delegates work to team members as needed to complete the project on time and on budget

### Duties:

- Meet with clients, engineers and building architects to understand the requirements of a project
- Communication with and manage clients.
- Prepare or supervise the preparation of site plans, specifications, and cost estimates.
- Work on landscape architecture projects from concept design through construction.
- Coordinate the arrangement of existing and proposed land features and structures.
- Coordinate site design with a multi-disciplinary design team (design consultants, contractors, and subcontractors), including day to day communication.
- Prepare graphic representations of plans using CADD software and other media as appropriate for design presentation to clients.
- Analyze environmental impacts and programmed usage on land conditions such as pedestrian/vehicular access, solar orientation, site lighting, utilities, proposed activities, storm water drainage, etc.
- Construction administration includes: responding to RFI's, submittal reviews, inspect landscape project progress to ensure it adhere to plans.
- Seek new work through marketing activities and/or assist with responding to Request for Proposals (RFP); and attend client interviews as needed.
- Stormwater modeling and preparation of Stormwater Pollution Prevention Plans (SWPPPs).
- Review of project documents to ensure compliance with the firm's standards, best practices, and quality expectations.
- Scheduling, production, and coordination of multiple projects at one time.

### Required skills/ abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.

- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software
- Working knowledge of such software applications as SketchUp Photoshop, 3D max, Adobe Illustrator and Microsoft suite.

#### Education/Experience

Bachelor's degree in landscape architecture from an accredited school and 4-5 years of work experience.

The preferred candidate in addition to meeting the education requirements should be registered/licensed in the State of NY or be able to seek reciprocal registration from another state.

#### *Physical Requirements:*

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.
- Must be able to travel to various project sites.
- Must be able to access and navigate job sites and construction areas.