

Position title	Department	Reports to
Landscape Architect	Architecture	Director of Architecture Division
Employment status	FLSA status	Salary Range
<input type="checkbox"/> Temporary <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input checked="" type="checkbox"/> Permanent <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time	<input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	\$76,500 - \$103,500

Position Summary

Design and create plans for attractive and functional public and private exterior spaces including: parks, gardens, playgrounds, streetscapes, recreation areas, etc.. Strategically plan the locations of buildings, entrances, 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.

Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- 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 sketches, 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 adheres 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.

Supervisory Requirements

- 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.

Minimum Qualifications (Knowledge, Skills, and Abilities)

- Bachelor's degree in landscape architecture from an accredited school and minimum of 2 years of work experience.
- The preferred candidate, in addition to meeting the education requirements, should be registered/licensed in the States of Vermont or NY or be able to seek reciprocal registration from another state.
- 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.
- Thorough understanding of or the ability to quickly learn about the project or product being developed.
- Proficient with Microsoft Office Suite or related software and working knowledge of such software applications as SketchUp Photoshop, 3D max, Adobe Illustrator and Microsoft suite.

Physical Demands and Work Environment

- 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.

Any physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions.

Note

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.

AES Northeast is an equal opportunity employer, drug-free workplace, and complies with ADA regulations as applicable.