



## **CLASSIFICATION DESCRIPTION**

**TITLE: LANDSCAPE ARCHITECT**

**JOB CODE: 18 (Exempt)**

## **GENERAL DESCRIPTION OF DUTIES**

Under direction, the purpose of the position is to review commercial projects involving landscape and irrigation development throughout the City. Employee in this classification functions at journey professional level and is responsible for serving as a technical resource in the design, inspection and review of landscape and irrigation projects throughout the City and developing areas. Position ensures compliance with all applicable land development codes, ordinances and related preservation requirements. Objective is to preserve and enhance the City's natural and aesthetic land use and development through practical application of landscape practices in compliance with all established zoning and code regulations.

## **SPECIFIC DUTIES AND RESPONSIBILITIES**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews commercial landscape and irrigation projects and construction within the City to ensure compliance with all City, State and Federal land development codes and regulatory requirements applicable to the work; analyzes sites and environmental conditions.
- Designs and oversees contract work on community beautification projects for a variety of public properties, e.g., medians, right of ways, municipal parks and City facilities.
- Provides information, training and professional advice to various departments on landscape design, maintenance and renovations; assists Urban Forestry in tree protection and replacement, and wildfire mitigation; responds to escalated inquiries of code, ordinance, hazardous or complex landscape conditions on public property.
- Reviews and evaluates maintenance, replacement or violation of commercial landscape and irrigation to enforce compliance with applicable City, State and Federal land development codes and regulatory requirements; works with the Code Enforcement Department to enforce tree protection ordinances.
- Performs construction and maintenance inspections of properties and land within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; enforces land development codes and ordinances as they relate to landscaping and irrigation.

- Researches, evaluates, develops and implements division grants for environmentally sensitive land or landscape projects; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Prepares various documentation regarding division activities, e.g., monthly reports, draft and revised codes and ordinances.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.
- Communicates with the general public, developers, professional peers and Department Heads for the dissemination of information, the resolution of technical problems, and to facilitate development activities.
- Performs related duties as directed.
- Assists with Grant Applications to acquire Environmentally Sensitive lands.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Landscape Architecture or related field; supplemented by seven (7) years progressively responsible experience in planning and development as it relates to landscape and irrigation work; or an equivalent combination of education, training, and experience.

### **LICENSES, CERTIFICATIONS OR REGISTRATIONS**

Must possess and maintain a valid Florida Driver's License.  
American Society of Landscape Architects (ASLA) Certification preferred.  
Registered Landscape Architect in the State of Florida or ability to obtain.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to understand and follow written and oral instructions.
- Ability to effectively supervise entry and journey level staff, engaged in carrying out division functions.
- Thorough knowledge of all laws, ordinances, land development codes and regulations of City Planning and Zoning with regard to landscape architecture and irrigation.
- Ability to read, interpret and explain City, State, and Federal laws, ordinances and regulations applicable to the work.
- Thorough knowledge of landscape architecture and the plant life of the local area including ornamental and hybrid species.
- Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

- Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

### **PHYSICAL REQUIREMENTS**

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 20 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.