

ASSISTANT PARK AND LANDSCAPE PLANNERDEFINITION

Under general supervision, prepares plans and specifications and coordinates consultant work for the development of park and landscape projects.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Prepares plans, specifications and cost estimates for projects including landscaping, recreation and related park and sports facilities. Examines detailed plans and specifications prepared by consultants and contractors. Assists in coordination of park projects through various City agencies for plan checking, permits and construction clearance. Prepares cost estimates for construction materials, supplies, equipment and labor. Provides construction supervision and may coordinate minor construction projects. Prepares required project reports for assigned projects; requests for proposals; consultant agreements; correspondence; inspection reports; contract change orders and addendums. Maintains accurate project records and as-built plans. Conducts research and prepares recommendations for park development master plan. Researches and identifies various funding sources and prepares applications and documents. Assists other Planners in various related projects. Performs other functions as assigned.

DISTINGUISHING FEATURES

Employees in this classification perform responsible park and landscape planning work. The work is evaluated through periodic consultations and spot-checking of the plans. This class is distinguished from the Associate Park and Landscape Planner in that the latter class functions as a project leader and supervises other employees.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of professional experience in the field of park planning, landscape architecture or architectural design and construction of park or other recreational areas. Education equivalent to graduation from an accredited four-year college or university with a degree in landscape architecture, architecture or park planning may be used in combination with experience to meet the knowledge, skills and abilities listed below.

Knowledge of: the principles, practices of park planning, landscape architecture and architecture as it applies to park and recreational area design, construction, inspection and maintenance; modern surveying and construction methods; construction and landscape materials; cost estimating and contract administration; requirements of the Americans With Disabilities Act.

Ability to: manage a variety of projects; estimate costs and prepare park and landscape plans; use proper techniques in the collection, analysis, and presentation of data in written or oral form; work cooperatively with others.

Skill in: landscape material identification and proper usage; designing and checking irrigation systems; graphic presentations and the proper use of a variety of medias; analyzing and preparing design solutions for park related problems.

SPECIAL REQUIREMENTS

Possession and retention of a valid California Class C Driver's License. Registration as a professional California Landscape Architect or Architect preferred.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful candidate has skills in the performance of responsible, professional planning work. This well-organized self-starter effectively manages competing priorities with strict deadlines, and produces a high quality work product in a timely manner.

Class title established per Council Resolution No. 86-99,
effective 11-1-86

Date Spec Completed 3-87

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