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EFFECTIVE DATE: May 2024

**PARKS & RIGHT OF WAYS LANDSCAPE ARCHITECT**

DEPARTMENT: PARKS AND RECREATION

JOB CLASSIFICATION: FULL TIME

SALARY: \$70,995 - \$106,492

JOB CLOSES: OPEN UNTIL FILLED

TECHNET# NC21

PAY GRADE 11

[PAY GRADES LINK](#)

**GENERAL PURPOSE**

Under the direction of the Assistant Director of Parks & Open Spaces performs professional landscape architectural work for the City of Spanish Fork to implement the development and design of parks, trails and other City owned property and facilities. This is a highly responsible position involving project management, planning, design and development of municipal land and facilities. This position is responsible for producing plans, reports, sketches, models, photographs, land-use studies, cost estimates; and assisting with monitoring contractor performance and preparing field reports.

## **ESSENTIAL FUNCTIONS**

- Prepares, supervises and manages the design of landscape architectural projects utilizing general design principles, City Standards and codes, and construction principals. Reviews plans submitted by consultants and assures complete designs and specifications follow City standards.
- Assists in managing, reviewing and performing long-range planning for major projects. Participates in consultant selection and approval of their scope of work.
- Develops project estimates, budgets, project scheduling, and phasing options. Initiates change orders and work orders for departmental approvals.
- Reviews and approves reports of work done by others and reports on project status. Approves and prepares project documents, monitors and complies with bidding procedures and meets periodically with departmental staff to review project status.
- Performs master planning for parks, trails, and other recreation and natural resources. Prepares Park improvement plans as needed and required.
- Prepares master plans, construction plans and documents, reports, grants, bid specifications, and quotes.
- Conducts field work and special investigations for data gathering, and researches and coordinates data and plans with departments, divisions, committees, boards, organizations, commissions, public agencies, engineers, architects, landscape architects, and other design/planning professionals.
- Prepares maps, sketches, exhibits, drawings, photographs, and other graphic materials.
- Prepares and makes presentations to committees, boards, organizations, commissions, neighborhood groups and the public.
- Inspects landscape projects to make sure plans and city standards were followed.
- Performs other related duties as required.

- Applicants will be required to submit to a criminal background check and drug test.

## **POSITION QUALIFICATIONS**

### **Education & Experience**

- Bachelor or master's degree in landscape architecture or a related field from a fully accredited college or university.
- Three (3) years of paid professional level work experience performing planning, design, and construction management of landscape architectural projects preferred. Also prefer applicants have one year experience as the lead in managing landscape projects. Experience specific to planning, design and construction management of public parks, paved trails, and streetscapes is preferred.

### **Special Requirements**

- Must possess a valid driver license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.
- A State of Utah Landscape Architect license required. Applicants licensed out of state must obtain a State of Utah license within six (6) months of employment.

### **Necessary Knowledge, Skills, and Abilities**

- Design principles and practices of landscape architecture, public parks, recreation facilities, and municipal planning.
- Materials, methods, practices, and equipment used in park maintenance and construction.
- Principles and practices of construction management and administration.
- City policies, regulations, and procedures pertaining to municipal operations.

- ADA design standards, principles and practices as it pertains to municipal project design and implementation.
- Possess excellent organization, communication, and analytical skills.
- Read, write, and communicate at a professional level in English.
- Use office equipment such as computers, calculators, copiers, and fax machines.
- Interpret and apply pertinent federal, state, and local laws and regulations.
- Interpret and analyze documents, plans, proposals, and specifications.
- Prepare documents pertaining to complex issues in written, oral, and graphic form.
- Operate and proficiency in a variety of computer hardware and software programs in preparation of design and construction documents. These include but are not limited to AutoCAD, Adobe InDesign Suite, Sketch-Up, Microsoft Office Suite, etc.
- Visit construction and work site locations in a safe and efficient manner.

#### **MENTAL AND PHYSICAL APPLICATIONS**

- The position requires frequent standing, walking, sitting, bending, and driving as well as moderate physical activity.
- May push, pull, or lift up to 50 pounds.
- Requires the ability to work under pressure of established deadlines and the individual may be exposed to stress as a result of human behavior.
- Requires the ability to work extended hours when necessary.
- Candidates must be self-motivated, demonstrate initiative, and self-confidence.
- Work conducted in both an outdoor setting and an office environment.
- Must be able and willing to work in extreme hot or cold weather and be exposed to disagreeable environmental elements.