

City of San José
CLASS SPECIFICATION

TITLE: Associate Architect/Landscape Architect (3843)
Associate Architect/Landscape Architect, PT (3848)

CLASS CODE: 3843, 3848		
DEPARTMENT: Varies	ACCOUNTABLE TO: Senior Landscape Architect	FLSA STATUS: Exempt

CLASS SUMMARY: Under direction, performs work of moderate difficulty relative to the design and installation of landscaping for major city projects. Performs related work as required.

DISTINGUISHING CHARACTERISTICS: This is the third level professional class in the Architect/Landscape Architect series. An incumbent of this class is concerned with services dealing with project design, project administration, and supervision of office personnel. Incumbents are supervised by a senior level professional and perform work in the specialized field under the direction of that class. This classification differs from the Associate Structure/Landscape Designer classification in that this is a terminal classification used for current employees who possess a Certificate of Registration issued by the State of California, whereas the former classification does not require a Certificate of Registration. Additionally, new hires may not be hired into this classification.

QUALIFICATIONS

Graduation from an accredited college or university with a Bachelor's Degree in Architecture or Landscape Architecture, plus three (3) years experience at the level of Structure/Landscape designer with the City of San José. Registration testing may be substituted for the degree requirement. Proof of acceptance must be provided at the time of application.

Licensing Requirements

Possession of a valid Certificate of Registration issued by the State of California.
Possession of a valid California driver's license.

Minimum Knowledge, Skills and Abilities (position requirements at entry and depending on area of assignment):

- Knowledge of current principles and practices as they relate to design, site development and maintenance.
- Knowledge of the types and uses of materials in design and construction.
- Knowledge of grading, drainage, pedestrian and vehicular circulation and parking, recreation facilities, planting, irrigation and lighting.
- Knowledge of building groupings and other structures.
- Ability to prepare master and detailed plans, profiles, sketches and color renderings.
- Ability to perform research and prepare technical reports.
- Ability to prepare specifications and cost estimates.

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- Knowledge of the principles and practices of supervision.
- Ability to plan, assign, direct and evaluate the work of a group of professional and subprofessional employees in landscape architectural projects.
- Ability to establish and maintain effective working relationships with others.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: Duties may include, but are not limited to, the following:	FRE-QUENCY
1.	Develops general guidelines, design elements, definition of necessary facilities and improvements, and analyses of all relevant factors in developing and constructing landscape improvements both now and in the future. Produces documents for Council review and approval.	
2.	Provides sketches, drawings, construction documents, specifications and reports necessary for a contractor to bid on and accurately build public improvements.	
3.	Coordinates details, paperwork, workloads of office personnel, meetings, decision making, cost analysis and estimates necessary to take a project from project definition through design, public bidding and construction, to completion of the project.	
4.	Coordinates projects with other departments, flood control districts, school districts, concerned community groups and individuals and other entities and agencies.	
5.	Provides analysis and estimates cost implications of construction, bidding, staff time costs and change orders.	
6.	May plan, assign, direct and evaluate the work of other professional and sub-professional employees on landscape architecture projects.	
7.	Performs other duties of a similar nature or level.	As Required

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PHYSICAL REQUIREMENTS:

	Climbing		Kneeling		Crawling
	Balancing		Lifting	X	Reaching
	Stooping	X	Fingering	X	Standing
X	Talking		Grasping	X	Walking
X	Hearing		Feeling		Pushing
	Crouching				

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

CLASSIFICATION HISTORY

Revised 01/03

Formerly Associate Architect & Associate Landscape Architect
3843s003