



## PRINCIPAL LANDSCAPE ARCHITECT

**JC:** 000205

**PB:** 8

**FLSA:** Exempt

**BU:** 92 (Non-Rep)

**Created:** May 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Under general supervision, performs the most technical and complex tasks related to the design and construction of outdoor landscape architecture and construction projects including related irrigation systems, storm water discharge and related bio-retention facilities, soil erosion control, outdoor structures on BART properties and adjacent properties that can potentially impact systemwide operations and/or maintenance; ensures work quality and adherence to established policies and procedures; participates in overseeing the work of staff responsible for complex and large-scale landscape architecture design, maintenance projects and construction projects; performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the expert-level classification which performs the most technical and complex work assigned to the series. This classification may provide oversight on internal maintenance projects or assist higher level managerial staff in planning and evaluating the quantity and quality of work performed by subordinate staff. Expert level classes such as this are an extension of the advanced journey level class representing the highest non-supervisory principal tier or specialized advanced journey level. This classification is distinguished from the Manager of Construction Services in the latter is responsible for managing construction project activities and operations from conceptual planning through completion throughout the District.

### **REPORTS TO**

Manager of Construction Services or his/her designee.

**EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Responsible for leading activities related to landscape construction and maintenance projects including irrigation, drainage, regional water board compliance and other system facilities; leads planning efforts related to tree maintenance including utilization of arborist consultants.
2. Establishes schedules and methods for providing landscape architect design project services; ensures adherence to specifications; identifies resource needs; monitors the progress of large-scale landscape design projects; assess needs with appropriate management staff to allocates resources accordingly.

3. Provides financial oversight on complex and large-scale landscape design, maintenance and construction projects for the District; serves as the subject matter expert on assigned landscape projects.
4. Administers consultant contracts; reviews work to ensure compliance with specifications; recommends change orders; maintains records and processes expenditures.
5. Provides budget management oversight to ensure compliance within project schedule and budget; oversees the work of outside contractors and contracted staff.
6. Participates in the development of policies and procedures; monitors work activities to ensure compliance with established policies and procedures; makes recommendations for changes and improvements to existing standards and procedures.
7. Recommends and assists in the implementation of goals and objectives; implements approved policies and procedures.
8. Represents the District with full authority to enforce contract requirements; evaluates proposed contract changes and prepares independent cost estimates of revised project scopes.
9. Oversee the development of preventative maintenance procedures for landscape related assets; provide direction and assistance to departments to ensure that these procedures are understood and implemented correctly.
10. Oversees, reviews and approves the preparation of landscape architecture designs, drawings, and specifications; signs and stamps landscape architecture design drawings; monitors the activities of the landscape architecture design staff.
11. Coordinates work with other divisions, departments and outside agencies; administers control of required documentation for contracts; identifies technical landscape design issues and ensures compliance with District and industry landscape architectural standards.
12. Participates in the review of consultant proposals and design; recommends awards; conducts or participates in the pre-bid conferences prior to contract award.
13. Initiates and evaluates design and field changes during construction; recommends approval of and submits the contractors progress payments; recommends retention level as appropriate; participates in intermediate and final inspections.
14. Prepares or reviews a variety of reports and correspondence on assigned landscape architecture projects including inspection daily reports, ensures completion and accuracy of monthly and final reports, contract negotiations and modifications, and field and design changes.
15. Participates in the selection of District or contracted landscape architecture staff; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures.

16. Participates in the preparation and administration of the design and construction program budget; submits budget recommendations; monitors expenditures.
17. Represents the District in public meetings and hearings on proposed projects.
18. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of landscape architecture.
19. May conduct intermediate and final inspections on assigned projects.

## **QUALIFICATIONS**

### **Knowledge of:**

- Operations, services and activities of a comprehensive landscape architecture design program.
- Principles and practices of landscape architecture and construction.
- Principles and practices of project scheduling and management.
- Principles and practices of landscape construction.
- Methods and techniques of conducting site inspections and investigation.
- Methods and techniques of field measuring and testing.
- Principles and practices of contract preparation and administration.
- Principles and practices of cost estimating.
- Terminology, methods, practices, and techniques used in landscape architecture report preparation.
- Current office procedures, methods, and equipment including computers.
- Specialized computer programs or systems utilized in landscape architecture project design including CADD.
- Related building codes, regulations and provisions.
- Related Federal, State and local laws, codes and regulations.

### **Skill in:**

- Analyzing complex landscape architecture problems; evaluating alternatives and recommending solutions.
- Developing and evaluating preventative maintenance procedures for landscape related assets.
- Interpreting and explaining District policies and procedures.
- Preparing and evaluating detailed cost estimates for design and construction projects.
- Directing and coordinating various District landscape architecture projects.
- Negotiating consultant and landscape architecture design and construction project contracts.
- Managing and administering consultant landscape architecture contracts.
- Interpreting and preparing revisions to landscape architecture plans, drawings, and specifications.
- Conducting and overseeing field inspections, investigations, measurements and testing.
- Assisting maintenance field staff with landscape related work planning and preventative maintenance.
- Preparing clear and concise reports.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.

**MINIMUM QUALIFICATIONS**

**Education:**

A Bachelor's degree in landscape architecture or a closely related field from an accredited college or university.

**Experience:**

Seven (7) years of (full-time equivalent) verifiable landscape architecture project design and construction experience.

**License or Certificate:**

Current and valid professional Landscape Architect License in the State of California.

**Other Requirements:**

Must be physically able to conduct field inspections and investigations, to walk, stand, or sit for prolonged periods of time.

**Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; field environment; construction site environment; exposure to noise, dust, grease, smoke, fumes, gases, heat, cold, and inclement weather conditions when conducting field inspections and investigations.

**Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 - Professionals

**Census Code:** 1300 - Architects

**Safety Sensitive:** No