

HamiltonAnderson

Landscape Architect

FLSA Status: Full-time Regular Position, Overtime Exempt,
Report to: Site Team Leader
Work Schedule: Monday-Friday 8:00 AM – 5:00 PM or different schedule approved by Site Team Leader

Objective:

This is the entry level professional position. Assignments are given which require the exercise of independent judgment. The primary function of the Landscape Architect I is the entire design of a small project and the design of a single aspect or element of a large project under the supervision of a more experienced landscape architect. Other tasks include the review of construction projects as well as preparation of drawings and narratives based on instructions for the sites.

Responsibilities:

- Uses computer aided design software to document design drawings and details;
- Completes site planning designs and documentation for small or less complex projects or portions of the design initiated by a landscape architect for a complex project;
- Completes field site surveys to gather basic landscape data;
- Prepares project presentation graphics, renderings and electronic media productions;
- Reviews landscape architectural plans for accuracy and to ensure that they conform to standards for format;
- Uses graphic software programs to prepare reports and presentations for clients;
- Completes research assignments on a variety of topics;
- Researches materials, requests samples from manufacturers and recommends materials based on suitability for use in projects;
- Prepares planning and design studies for proposed projects;
- Reviews quantities, costs, accuracy of specifications, completeness, and constructability for intermediate projects or portions for a complex project;
- Writes material for intermediate projects or assigned portions of reports for complex projects;
- Performs construction administration duties, ie: site observation, change orders, pay requests, RFIs, field reports, preparation of meeting minutes, etc;
- Responsible for the organization and facilitation of public meetings and forums.

Leadership Responsibilities and Abilities

- Build collaborative relationships by developing, maintaining and strengthening partnerships with others inside and outside HAA;
- Support innovation and organizational changes needed to improve HAA's effectiveness and profitability;
- Ability to work tactfully and cooperatively with a diverse group of staff, clients, and vendors to establish and maintain cooperative and effective working relationships with others;
- Ability to supervise and train junior staff;
- Ability to complete assignments in a timely and accurate manner.

Business Development Responsibilities

- Keep abreast of business, market and industry trends and information to identify business opportunities;
- May assist Marketing Coordinator with the preparation of marketing materials and presentations.

Technical Knowledge and Abilities:

- Knowledge of the policies and procedures of an architecture/ landscape architecture firm;
- Knowledge of the principles of landscape, architecture, and civil engineering and their application to projects;
- Knowledge of zoning ordinances;
- Knowledge of contract documents and specifications;
- Knowledge of sustainable practices;
- Knowledge of cross cultural values and their impact on the design process
- Knowledge of the characteristics and requirements of various plant materials
- Working knowledge of detailing;
- Intermediate proficiency in features of all MS Office products;
- Intermediate proficiency in graphic software;
- Ability to apply professional knowledge to complete designs of intermediate level;
- Ability to interpret drawings, specifications, codes, standards, and regulatory requirements;
- Ability to compose letters, documents and accurate and concise reports independently;
- Ability to handle multiple responsibilities with flexibility;
- Ability to work independently;
- Ability to proofread with minimum errors;
- Ability to handle pressure and deadlines;
- Physical ability to work in a construction environment;
- Demonstrated proficiency in intermediate features of all MS Office products
- Advanced knowledge of CAD software capabilities and proficiency in advanced features of CAD software;
- Ability to communicate effectively both orally and in writing with confidence and professionalism;

Education and Experience

- Bachelor or Master Degree in Landscape Architecture from a university with a program in landscape architecture accredited by the Landscape Architectural Accreditation Board (LAAB);
- Licensed in the state of Michigan or ability to be licensed with reciprocity;
- Three or more years experience after graduation.

*Learned on the job