

**MAJOR FUNCTION**

This is responsible professional level work independently researching, planning, designing, and reviewing site plans and landscape/tree preservation plans to insure development compliance with applicable codes and policies. Work involves coordinating the permit application review process to insure timely review and to facilitate the resolution of disputes. Work is performed under the general supervision of a superior, but the employee has professional discretionary judgment over plans and reviews, which involve decisions on codes, aesthetics, equipment, and areas of design appropriate to the practice of landscape architecture. Work is reviewed for achievement of desired results, through conferences, activity reports, and observation.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Evaluates site plans and detailed landscape architectural and tree preservation plans to insure development compliance with applicable codes and policies. Coordinates the permit application review process to insure timely review and to facilitate resolution of disputes. Provides technical guidance to other plan reviewers on the matters of landscape architecture, site plan design, and tree preservation. Designs or coordinates development of landscape plans and site designs which are compatible and harmonious with surrounding native and/or natural vegetation and with environmental constraints relating to soil type, slope, hydrology, surrounding land use, etc. Assists with the development of policies and procedures for the Permitting/Enforcement Section, particularly in the areas of landscaping and tree preservation. Assists the Environmental Planning Section with environmental research, assessments, and program development. Oversees the development and administration of Green space/sensitive Lands Acquisition Program. Meets with applicants and citizens to try to resolve design or code compliance problems. Performs related work as required.

**Other Important Duties**

Conducts site visits as needed. Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of the principles of land use or site planning or landscape design. Knowledge of hydrology, horticulture, and agronomy. Knowledge of drafting techniques. Knowledge of techniques for analyzing and designing storm water management and other infrastructure improvements. Ability to develop landscape plans which are compatible and harmonious with surrounding native and/or natural vegetation and with environmental constraints relating to soil, slope, hydrology, surrounding land use, etc. Ability to understand and interpret codes, policies and procedures. Ability to plan, organize, and coordinate work assignments. Ability to handle conflict, criticism, and stressful situations constructively and effectively. Ability to evaluate site design plans prepared by other design professionals to insure code compliance. Ability to develop criteria, policies, educational guides, etc., which will guide design methodologies in the direction required by codes. Ability to apply professional landscape design techniques to assist with development of specific site design problems to aid the citizen and applicant, and which meet the environmental goals of the City. Ability to write and speak effectively. Ability to establish and maintain effective working relationships as necessitated by the work. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in landscape architecture, horticulture, or a related field and three years of professional experience that includes land use planning, site planning or landscape design.

Necessary Special Requirements

Must possess a Professional Registration as a Landscape Architect at the time of application. Incumbent must attain a registration as a Landscape Architect in the State of Florida within one year from date of employment.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 05-01-90

Revised: 07-12-90

04-19-04\*

11-02-09\*