City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Landscape Architect</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LSAR</td>
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<tr>
<td>Group/BU:</td>
<td>Non-Union</td>
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<tr>
<td>Pay Grade:</td>
<td>NU19</td>
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<td>Date Revised:</td>
<td>2/4/2022</td>
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<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for performing Landscape Architectural and Park Planning analysis, designing, administering contracts and managing projects for the Parks and Recreation Capital Improvement Plan.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Researches, assesses and reports on potential new acquisitions, existing properties, and land development requests.
- Develops and/or coordinates the development of site analyses, concept designs, technical drawings, master plans and construction documents for Parks and Recreation facilities.
- Researches, develops, schedules and supervises construction, renovation and repair of Parks and Recreation facilities.
- Prepares professional service agreements, contracts, and requests for proposal, evaluates consultant proposals andbid submittals, and recommends bidders for award consideration.
- Reviews and approves invoices, requisitions, contracts, specifications and standards for improvement to Parks and Recreation facilities; organizes cost estimates, timeline schedules and tracks project budgets.
- Prepares, revises documents, supervises, directs and conducts field inspections for compliance of small and medium landscape and irrigation design work performed by professionals, technical assistants, consultants or contractors.
- Provides technical information to other City departments and the general public; may serve as departmental liaison at various meetings.
- Serves as department’s representative to help engineering/design consultants determine the needs of Parks and Recreation/City
- Reviews and updates design manuals, system maps, engineering surveys, property inventory and legal files.
- Develops and manages department’s Capital Improvement Plan and Budget.
- Prepares and reviews and/or coordinates the preparation of large landscape plans and contract specifications.
- Writes and submits grant applications, as well as manages and monitors grant programs to ensure compliance with all applicable federal, state and local requirements.
- Works closely with Parks Director, Parks and Recreation Division Managers and their Maintenance Supervisors.
- Interprets intent of policies, ordinances, statutes and laws of City of Rapid City and monitors compliance of same.
Qualifications:

Education and/or Experience:

Bachelor’s degree in Landscape Architecture, Park Management, Horticulture or a closely related field and two years related experience in landscape architecture or park planning.

Certificates, Licenses, Registrations:

Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.