



JOB DESCRIPTION

Position Title	Location	Reports to
Project Landscape Architect	Remote	Project Director
Employment Status	FLSA Status	Effective Date
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	
<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Temporary		

Position Overview

Working under the direction and supervision of a Project Director, you will initiate the design process by learning the client's needs, researching code requirements, and incorporating those needs and requirements into your design.

Those motivated by a desire to learn and take ownership of their assigned projects will find opportunities for professional growth within our organization.

Essential Functions

- All work will be conducted under the direction and supervision of the Project Director assigned to the project.
- Research applicable codes, regulations, and design standards and become familiar with specific client design standards.
- Ensure the site layout complies with jurisdictional landscape codes and relay any potential deficiencies to the Project Director so they can discuss them with the client to avoid any potential comments from the plan reviewer.
- Research information on plants and materials readily available in the project locale as you produce plant and material schedules.
- Prepare a landscape code analysis for the project and annotate these requirements clearly on the plan, showing both 'required' and 'provided' quantities.
- Unless directed otherwise, assume planting plans will be designed to minimum code compliance while meeting client standards.
- Prepare designs and submit them to the Project Director for review. Based on the project director's comments, make any necessary design adjustments.

- Coordinate with clients, team members, and sub-consultants to ensure that designs are designed and implemented accurately and efficiently.
- Be aware of project deadlines and complete assigned tasks on time to help meet those deadlines.
- Participate, as requested, in project meetings with clients, design team, and/or contractors by listening, taking notes, and communicating when appropriate.
- Review and comment on plans prepared by other in-house designers and landscape architects, and once you are satisfied with them, apply your landscape architect's seal and signature to them.
- Stay informed about industry trends, best practices, and emerging technologies in landscape architecture.
- Respond to clients and team members within one business day (by the same time the next day) for all inquiries received.
- Other duties as assigned.
- To perform this job successfully, the successful applicant must be able to perform each of these key responsibilities satisfactorily. Reasonable accommodation may be provided to enable qualified individuals with disabilities to perform key responsibilities.

Qualifications

- Bachelor's or Master's Degree in Landscape Architecture or a related field.
- Registration as a Landscape Architect within any U.S. state.
- Proficiency in AutoCAD and/or Land F/X CAD and modules.
- Basic familiarity with Microsoft 365: including Word, Excel, and Outlook.
- Exhibit effective verbal and written communication skills.
- Strong work ethic and commitment to quality, efficiency, and project budgets.
- Self-reliance and ability to operate independently with limited direction.
- Commitment to promoting the company's reputation through communication and work quality.
- Exhibit a strong sense of urgency when responding to clients, team members, and other design professionals.
- Ability to effectively manage multiple time-sensitive tasks for multiple projects.
- Ability to take direction from others and perform necessary tasks to meet project deadlines.
- Eagerness to ask questions when unsure or curious to unlock learning.
- Effective working relationships with internal team members, clients, and outside consultants.
- Aspirations to grow professionally and advance within the company.

Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position, the staff member is regularly required to talk or listen. The staff member frequently is required to use hands or finger, handle, or feel objects, tools or controls. The staff member is occasionally required to stand; walk; sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The staff member must occasionally lift and/or move up to 25 pounds. Specific vision abilities

required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually moderate.

Equal Opportunity Employer

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Acknowledgement of Job Description

I, _____, have read and fully understand the job description and requirements for the position. I acknowledge that I am capable of performing the duties as outlined and will comply with the responsibilities and expectations associated with this role to the best of my abilities.

Signature: _____

Date: _____