



Landscape Architect I

FLSA Status: Exempt
Reports to: Technical Leader
Work Schedule: Full time

YOUR ROLE:

As a Landscape Architect I, you are a registered landscape architect with a background in generating and translating design concepts into final solutions as part of a multi-disciplinary project team.

You support the Landscape Architecture and Planning team through **creativity, interpersonal savvy, peer relationships and customer focus** to develop design concepts and create accurate documentation in all phases within the established design principles, project budget, and schedule. You are committed to **self-development** and through **priority setting** and **technical learning**, you grow **functional/technical skills** to support business growth.

WHAT YOU WILL DO:

Leadership

- Contribute to the project team to ensure they achieve project schedules and budgets.
- Lead effective meetings and work with other team members to make their projects successful.
- Model positive behaviors, values, mutual respect, collaboration, and ethical standards of the practice.

Management

- Manage multiple projects in a timely and accurate manner.
- Lead a small project team, assign duties to other team members, and monitor overall project progress.
- Complete projects within developed project scope and available resources.
- Maintain fundamental understanding of project plans.

Project Quality

- Will be an active team member in all phases of the design process including predesign, schematic design, design development, construction documentation, bidding and construction administration.
- Maintain multiple small project assignments and work with multiple landscape architects and project engineers.
- Lead the development of design, graphic presentations, and 3D renderings. Use design software/technology, including Civil 3D, AutoCAD 3D, SketchUp, Adobe Photoshop, Adobe InDesign and other emerging technologies for presentation and production purposes.
- Utilize hand sketching techniques to communicate design concepts
- Participate in and lead design charrettes.
- Prepare documentation for all phases of the design process. Participate in estimating the time required to complete each phase of a project. Bring design thinking to the process of producing contract documents. Produce preliminary concepts with oversight and full design phase deliverables including drawings, specifications, cost estimates, quantity take-offs, technical reports, narratives, and permit applications.
- Assist the landscape architectural discipline and collaborate with the civil engineering discipline for the conceptual and technical design documentation of projects.
- Perform site analysis including assessment of existing conditions, and conduct preliminary studies of the site, including contours, soil, ecology, buildings, and road.
- Prepare construction permitting documents and public agency approvals.
- Provide technical design support to project team members.
- Participate in the development of project specifications and their coordination with the drawings.



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- Support communication and coordination with all disciplines, consultants, vendors, and contractors to ensure adherence to the contract documents and provide support as necessary.
- Self-check work for accuracy, completeness and clarity prior to review by senior staff.
- Conduct field observations to monitor progress of construction. Assist others with field observation services for conformance with plans and specifications and preparation of reports as a follow up.
- Execute changes to the construction documents.
- Attend municipal meetings when necessary. Consult with regulatory agencies when necessary.
- Act as an ambassador for company-wide values and ethical standards of practice.
- Attend and actively participate in team meetings and activities including 'Lessons Learned' sessions.
- Alert the Project Manager or Senior Landscape Architect when a change in scope of work arises.

Financial

- Work with senior staff to review and establish the budget for your hours and ability to meet project schedules.
- Produce contract documents that are efficient and consistent with the scope of work, schedule, and fee allotted to complete the work.
- Alert the Senior Landscape Architect when inconsistencies occur as they relate to design and documentation.

Staff Development

- Mentor and support the work of less experienced staff.
- Provide technical support to other team members as required.

Commitment to Client Service

- Foster a commitment to external and internal client service.
- Engage with client representatives regarding area of expertise.
- Develop and maintain a positive relationship of trust with Client Leadership regarding their area of expertise.
- Embrace the iterative nature of the design process and execute work in a timely manner.

YOUR QUALIFICATIONS:

- **Your Degree:** Bachelor's Degree in Landscape Architecture or equivalent in education and experience required for professional licensure.
- **Your Licensure:** Licensed Landscape Architect with current license. CLARB registration and ASLA membership preferred. CSI-CDT preferred (or willingness to complete within 1 year)
- **Your Knowledge and Experience:**
 - Minimum 3 years of post-graduate landscape architectural experience.
 - Knowledge of the landscape architectural design and documentation process. Knowledge of site planning, sustainability and other trends in the design/construction industry.
 - Knowledge of quality assurance/quality control (QA/QC) processes.
 - Knowledge of applicable codes and ability to assist in conducting research for requirements that may need to be incorporated into technical documents.
- **Your Technical Skills:**
 - Strong knowledge of SketchUp, Revit/AutoCAD, Civil 3D, Adobe Photoshop, and Adobe InDesign are required. Experience in producing construction documents.
 - Proficiency in Microsoft Office, including Word, Excel and Outlook required.

YOUR COMPETENCIES:

- **Creativity** – You come up with a lot of new and unique ideas; you easily make connections among previously unrelated notions; you tend to be seen as original and value-added in brainstorming settings.



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- **Customer Focus** – You are dedicated to meeting the expectations and requirements of internal and external customers; you get first-hand customer information and use it for improvements in products and services; you act with customers in mind; you establish and maintain effective relationships with customers and gain their trust and respect.
- **Functional/Technical Skills** – You have the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- **Interpersonal Savvy** – You relate well to all kinds of people—up, down, and sideways, inside and outside the organization; you build appropriate rapport; you build constructive and effective relationships; you use diplomacy and tact; you can diffuse even high-tension situations comfortably.
- **Peer Relationships** – You can quickly find common ground and solve problems for the good of all; you can represent your own interests and yet be fair to other groups; you can solve problems with peers with a minimum of noise; you are seen as a team player and are cooperative; you easily gain trust and support of peers; you encourage collaboration; you can be candid with peers.
- **Priority Setting** – You spend your time and the time of others on what's important; you quickly zero in on the critical few and put the trivial many aside; you quickly sense what will help or hinder accomplishing a goal; you eliminate roadblocks and create focus.
- **Self-Development** – You are personally committed to and actively work to continuously improve yourself; you understand that different situations and levels may call for different skills and approaches; you work to deploy strengths; you work on compensating for weaknesses and limits.
- **Technical Learning** – You pick up on technical things quickly; you can learn new skills and knowledge; you are good at learning new industry, company, products or technical knowledge; you do well in technical courses and seminars.

Progressive AE fully and actively supports Equal Employment Opportunity. Qualified applicants are encouraged to apply regardless of race, color, religion, gender, sexual orientation, age, national origin, disability, or veteran status.