

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LANDSCAPE DESIGNER

JOB DESCRIPTION

Employees in this job complete and oversee a variety of professional assignments to facilitate a departmental landscape architectural design or landscape architectural plan review program. Work is performed by preparing designs, specifications, and cost estimates for recreational projects, and highway roadside landscaping.

There are four classifications in this job.

Position Code Title – Landscape Designer-E

Landscape Designer 9

This is the entry level. As a trainee, the employee carries out a range of professional landscape designer assignments while learning the methods of the work.

Landscape Designer 10

This is the intermediate level. The employee performs an expanding range of professional landscape designer assignments in a developing capacity.

Landscape Designer P11

This is the experienced level. The employee performs a full range of professional landscape designer assignments in a full-functioning capacity. Considerable independent judgement is used to make decisions in carrying out assignments that have significant impact on services or programs. Guidelines may be available, but require adaptation or interpretation to determine appropriate courses of action.

Position Code Title – Landscape Designer-A

Landscape Designer 12

This is the advanced level. The employee may function as a lead worker or senior worker. At this level, employees are responsible for overseeing the work assignments of other professionals or have regular assignments which have been recognized by Civil Service as having significantly greater complexity than those assigned at the experienced level.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

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JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Prepares preliminary design, working drawings, specifications, and cost estimates pertaining to the development of state parks, recreation areas and other recreation projects, and highway roadside landscaping.

Drafts master plans and prepares detailed development plans and specifications for building sites and landscape plantings.

Reviews plans for conformance to codes and authorized approval for construction.

Performs special studies, planning, environmental design, and/or field investigations as required.

Reviews development plans, permit application documents, environmental impact statements and/or reclamation plans.

Inspects projects as they progress to determine regulation and specification compliance, and makes recommendations to existing specifications and plans.

Advises supervisor of problems, changes, or suggestions for more effective regulation practice or development activity.

Advises contractors on the interpretation of plans and recommends changes when necessary.

Develops public presentations; conducts public hearings, and public comment; prepares notices and other public information.

Makes public presentations of master plans with prepared plans, charts, and other visual aids.

Maintains records and prepares reports and correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Landscape Designer 12 (Lead Worker)

Oversees the work of professional staff by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving related work problems.

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Landscape Designer 12 (Senior Worker)

Performs on a regular basis professional landscape designer assignments which are recognized by Civil Service as more complex than those assigned at the experienced level.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of the principles and practices of landscape architecture/design.

Knowledge of methods of analysis and computation required to landscape design.

Knowledge of the instruments, tools, symbols and nomenclature used in landscape architectural drawing and specifications.

Knowledge of ecological principles and their relationship to environmental planning and design.

Knowledge of surveying methods, remote sensing methods and equipment.

Knowledge of costs and uses of construction materials in landscape design.

Knowledge of inspection techniques and procedures.

Knowledge of topographical mapping.

Knowledge of environmental planning and effects of development.

Knowledge of developmental activities under regulation of applicable laws.

Knowledge of laws and codes pertaining to landscape architecture/design.

Ability to analyze private development plans for accuracy, appropriateness, and compliance with laws.

Ability to make accurate drawings to scale from sketches, design drawings, and verbal instructions.

Ability to make space utilization studies and analyses.

Ability to prepare complete plans, specifications, schedules, and cost estimates.

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Ability to maintain records and prepare reports and correspondence related to the work.

Ability to make topographical surveys and to prepare maps.

Ability to communicate effectively with others.

Ability to maintain favorable public relations.

Additional Knowledge, Skills, and Abilities

Landscape Designer 12 (Lead Worker)

Ability to organize and coordinate the work of others.

Ability to set priorities and assign work to other professionals.

Working Conditions

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require travel.

Physical Requirements

The job duties may require an employee to traverse rough terrain.

Education

Possession of a bachelor's degree in landscape architecture.

Experience

Landscape Designer 9

No specific type or amount is required.

Landscape Designer 10

One year of professional experience in landscape design or plan review equivalent to a Landscape Designer 9.

Landscape Designer P11

Two years of professional experience in landscape design or plan review equivalent to a Landscape Designer, including one year equivalent to a Landscape Designer 10.

Landscape Designer 12

Three years of professional experience in landscape design or plan review equivalent to a Landscape Designer, including one year equivalent to a Landscape Designer P11.

Special Requirements, Licenses, and Certifications

None.

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NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code
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Job Code Description
Landscape Designer

Position Title
Landscape Designer-E
Landscape Designer-A

Position Code
LANDDESE
LANDDESA

Pay Schedule
H21-004
H21-013

ECP Group 2
Revised 6/1/06
TeamLeaders