

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

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|--------------|-------------|
| <b>Code:</b> | <b>C414</b> |
| <b>FLSA:</b> | <b>E</b>    |
| <b>WC:</b>   | <b>9410</b> |
| <b>PG:</b>   | <b>511</b>  |
| <b>EEO:</b>  | <b>2</b>    |

**CLASSIFICATION TITLE:                   LANDSCAPE ARCHITECT (COMMUNITY DEVELOPMENT)**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to administer the City’s landscape plan and to provide expertise to various City departments and residents.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Serves as a lead to departmental personnel engaged in the review of landscape elements of plans: coordinates landscape review workload; provides training and technical support to other review personnel; and reviews the work of personnel for consistency in the application of various codes and ordinances related to landscape design.

Conducts and oversees the review of landscaping elements of plans submitted to Community Development for approval, including Site Development Plans (SDP), Site Improvement Plan (SIP), Insubstantial Change (IC), and landscape and irrigation plans for code compliance; reviews landscaping elements of Planned Unit Developments (PUD’s) and Conditional Use (CU’s) applications; Coordinates the design review of commercial properties; negotiates acceptable design solutions.

Conducts site inspections during all construction stages to ensure compliance with approved plans relating to tree protection and tree replacement; evaluates condition/health of trees; determines hazardous conditions involving trees; conducts compliance inspections of commercial properties one year after completion of construction.

Assists with the compilation and analysis of data on natural resources and landscaping features, such as soil, vegetation, rock features, drainage, and structures; catalogs, identifies, and maps tree and vegetation specimens, tree canopy and covers, wetlands, etc.; promotes preservation of natural resources as appropriate.

Drafts ordinances and prepares Land Development Code (LDC) amendments; designs graphics for LDC and other documents.

Provides court testimony against persons cited for ordinance violations; offers expert witness testimony.

Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.

Confers, advises, and provides technical and design assistance to co-workers, other departments, and outside organizations; and makes presentations to the City Commissioners and outside organizations regarding landscape preservation, tree preservation/protection guidelines and ordinances.

Participates in various meetings and committees: coordinates and chairs various committees, including the Landscape Code Committee and the Transportation Landscape Committee; attends pre-application meetings, department meetings, special training, and workshop seminars as appropriate.

Responds to applicant/customer telephone and e-mail questions and comments; prepares written interpretations to customer inquiries.

Troubleshoots problems and issues with landscape inspectors and code enforcement personnel.

Conducts site visits.

Monitors inventory levels of supplies; ensures availability of adequate materials to conduct work activities; initiates requests for new or replacement items.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.

Prepares or completes various forms, reports, correspondence, time cards, supply lists, or other documents.

Receives various forms, reports, correspondence, equipment operating manuals, procedures, handbooks, reference materials, manuals, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in landscape architecture or closely related field; six to eight years of experience in design of landscaping and irrigation plans; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess and maintain International Society of Arboriculture (ISA), Certified Arborist and Registered Landscape Architect certifications.

## **PERFORMANCE APTITUDES**

**Specific Knowledge, Skills, or Abilities:** Requires thorough knowledge of landscape design principles and practices; and City, county, Atlanta Regional Commission, state and federal codes, ordinances and regulations pertaining to landscape design. Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, rain, temperature extremes, and traffic hazards.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*