



COUNTY OF EL PASO (CO)
invites applications for the position of:

Landscape Architect

SALARY: \$55,000.00 - \$65,000.00 Annually

OPENING DATE: 08/11/19

CLOSING DATE: 09/08/19 05:00 PM

DEPARTMENT: Community Services- Parks

JOB TYPE: Full-Time

FLSA STATUS: Exempt

JOB NUMBER: 19368

ESSENTIAL JOB FUNCTIONS:

Performs landscape and architectural planning duties to address the objectives in the El Paso County Parks Master Plan to build a more vibrant, healthier, and livable County. Responsible for the development of exterior spaces, parks, open spaces, and trails through landscape and architectural planning, design, and project management/construction administration. Reviews development proposals to ensure compliance with land development code regulations.

- Develops schematic designs; prepares site plans, construction documents, construction details, project cost estimates, and project schedules; secures permits as needed.
- Coordinates and manages project design consultants and construction contractors. Conducts design reviews or inspections of construction and/or development projects.
- Performs project management and contract administration functions including project budgeting, invoicing, and reporting.
- Develops project descriptions and details for design and/or construction IFB/RFP solicitations.
- Monitors and measures success of assigned capital improvement projects.
- Reviews development proposals and provides recommendations to ensure compliance with land development code regulations and El Paso County Parks Master Plan.
- Coordinates and/or assists with updates to site development plans, park master plans, and the El Paso County Parks Master Plan.
- Presents projects to County leadership, advisory boards, community groups, and various stakeholders; conducts or assists with public meetings and presentations.
- Assists in answering inquiries pertaining to parks, trails, open space, or development projects; meets with community groups to discuss proposed projects and solicit input.
- Prepares project descriptions and provides technical expertise for grant applications.
- Prepares written reports and maintains project records.
- Performs other duties as required.

QUALIFICATIONS:

- Bachelor's degree in landscape architecture, landscape design, environmental design, or a closely related field.
- Minimum two (2) years full-time experience as a Landscape Architect.
- Working knowledge of LEED and SITES sustainability principles, methods and practices, grading and drainage design, park pre-development and development approval process, park planning, and project management.
- Working knowledge of construction contract administration practices, materials, methods, and equipment.
- Working knowledge of modern software programs including project management software, AutoCAD, Adobe Acrobat Suite (e.g., Photoshop, InDesign and Illustrator), and ESRI ArcGIS (e.g., ArcMap, ArcCatalog).
- Ability to apply understanding of the principles, terms, techniques, procedures, and best practices of landscape architecture to identify and resolve associated challenges.
- Ability to demonstrate effective team leadership by fostering a work environment that welcomes diversity, ensures cooperation, and promotes respect.
- Ability to be an effective team member and accomplish assignments within an agreed-upon timeline and established standards.
- Ability to effectively coordinate multiple projects simultaneously.
- Ability to demonstrate a positive attitude and consistently overcome work related challenges.
- Ability to effectively listen, speak, write, and interact tactfully in a work group or with the public.
- Ability to operate a variety of standard office equipment including computer, calculator, copier, fax machine and telephone.
- Ability to work collaboratively with citizens, community groups, contractors and department staff.
- Maintain regular and punctual attendance.
- An equivalent combination of related education and experience may be substituted for the education and experience requirements above.
- Must pass conditional post offer background investigation, motor vehicle record check, and drug screen.

LICENSES/CERTIFICATES:

- Must possess and maintain a valid Colorado Driver's License.
- Colorado Professional Landscape Architect License preferred.

WORK CONDITIONS:

Work is performed primarily in an office environment and in the field; some travel required. May be exposed to hazardous conditions and required to traverse rugged terrain at construction work sites in various weather conditions.

This job announcement is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

APPLICATIONS MUST BE FILED ONLINE AT: <http://www.elpasoco.com>. For inquiries please call: 719-520-7401.

Each applicant is considered only for the current vacancy indicated on your application. It is the responsibility of the applicant to monitor any future openings and to submit a separate application for each position. **Incomplete applications will not be considered.** Any new employee and rehires must provide documentation of authorization to work as required by the Immigration Reform and Control Act of 1986 (PL99-603).

EL PASO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

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Landscape Architect Supplemental Questionnaire

- * 1. Do you have a Bachelor's degree in landscape architecture, landscape design, environmental design, or a closely related field?
 Yes No

- * 2. If you answered yes to the previous question, please provide the area of study in the Bachelor's degree you obtained.

- * 3. Do you have at least two (2) years full-time experience as a Landscape Architect?
 Yes No

- * 4. Please describe your experience as it relates to this position. If none, enter N/A.

- * 5. Do you have a Colorado Professional Landscape Architect License?
 Yes No

- * 6. Do you have a valid Colorado Driver's License?
 Yes No

- * Required Question