

## JUNIOR LANDSCAPE ARCHITECT

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class perform entry-level design and planning relating to the site work of properties owned by the County. Responsibilities including conducting inspections; preparing simple designs and site plans; calculating data; preparing cost estimates, and preparing project updates and daily work records. An incumbent may work independently on less complex and routine projects or under direct supervision on more difficult tasks. Each level Architect in this title series takes part in the production of details, plans, specifications, etc. This title is distinguished from the higher level Program Specialist (Landscape Architecture) by the complexity of tasks assigned and the independence of action required in completing assignments. Supervision is not a responsibility of this class; however guidance and direction may be provided to administrative and clerical support staff, as needed. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Investigates sites proposed for development to secure data, such as measurements, for the preparation of site development plans;

Interprets site data gathered in the field and assists in formulating and designing development plans;

Prepares preliminary designs and drawings for construction plans, prepares specifications and cost estimates for various projects;

Conducts field inspections to inspect the quality of work and material used on projects, to ensure conformance with contract specifications;

Writes progress reports and keeps accurate daily records of work performed, hours worked, and transactions relating to on-going projects;

Attends client interviews with supervisory personnel;

Investigates material requirements for project;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

Prepares construction documents using auto-CAD (Computer Aided Drafting) Software.

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the theory and practice of landscape architecture; good knowledge of the principles and practices of landscape design and drafting; good knowledge of plant ecology and horticulture; good knowledge of auto-CAD and proficiency in its use; ability to prepare sketches, general designs, working drawings and specifications; ability to interpret technical data; ability to effectively use computer applications such as spreadsheets, word

FULL PERFORMANCE SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

processing, calendar, email and database software; ability to read, speak, write, understand and communicate in English sufficiently to perform the essential functions of the position; imagination; resourcefulness; initiative; accuracy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* in Landscape Architecture.

\*SPECIAL NOTE: Education beyond the secondary must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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J. C.: Competitive  
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Job Class Code: C2811  
H0481  
Job Group: IX