



CITY OF ANN ARBOR, MICHIGAN
POSITION DESCRIPTION

Landscape Architect Capital Project Manager III

Job Code: 402240	
Service Area: Community Services	
Service Unit: Parks & Recreation	
Salary Grade (Non-Union): 7	Pay Scale (Union): N/A CP: No
Exemption Status: Exempt	
Accountable To: Park Manager and Landscape Architect Capital Project Managers	
Union/Non-Union: Non-Union	
Union Name: N/A	
Essential Driver: Yes	
Responsible for supervising the following positions: Temporary staff as applicable	
Description Prepared By H. Hanzel and A. Fercho 11/6/2023 HR Review – CL, SS 12/20/2023, CW 6/28/2024; grade reclassification 7/13/2025 Legal Review of physical requirements – NN 10/6/2016, 8/6/2019	

Date Job Description Finalized

6/28/2024

Role Summary

Serves as the owner representative during the analysis, planning, design, permitting, budgeting, construction and development of small to medium park capital improvement projects including park amenities, structures and facilities. Provides design and planning assistance to Landscape Architect Capital Project Managers. Ensures projects are completed per the approved scope of work, are on time, and within budget. Prepares and analyzes community engagement activities including surveys and focus groups, and prepares for and participates in presentations at public meetings. Provides project information and updates to the public, the Parks and Recreation Advisory Commission, and other boards and commissions.

Projects require independent evaluation, selection, and application of standard landscape architecture and park planning techniques, procedures, and criteria under the supervision of a Landscape Architect Capital Project Manager IV or V. Performance at this level requires training and competency in conventional aspects of landscape architecture and park planning. Assists in coordinating the work of engineers, architects, landscape architects, and contractors. This position makes decisions both independently and in a team environment to solve design, planning, and construction problems.

Duties

Duties are performed under the general supervision of the Park Manager and Landscape Architect Capital Project Managers or designee and may include the following:

Essential Duties

Performs landscape architecture and public space design, park planning, construction contract administration, and project management. Independently performs most assignments with instructions as to the general results expected. Receives technical guidance on unusual or complex problems and supervisory approval on proposed plans for projects. Work requires a broad knowledge of park planning and design precedents in the project assignment area and a good knowledge of principles and practices of related specialties. Reviews construction plans, reports, and coordinates the work of consultants and contractors. Interacts with the public, consultants and contractors.

Apprises Park Manager and Park Advisory Commission of project progress through reports and presentations.

Related Work

- Assists on part of a major project or in a total project of moderate scope.
- Assists in developing grant applications and grant administration.
- Assists in reviewing private developments for the Parks and Recreation Unit. Manages database of park land donations in lieu of land.
- Assists in managing and administering the Gifts and Memorials program for the Parks and Recreation unit.
- Assists in the development of and update to the Parks and Recreation Open Space Master Plan, including coordination with the City's Capital Improvement Plan.
- Assists on task forces and focus groups related to Park Planning and Development.

- Assists in documenting, maintaining, and updating design guidelines, standards, and technical specifications. - Performs research on new design and planning methods, and new trends and innovations in the field of park planning, public space design, recreation, non-motorized transportation and construction.
Knowledge of: (position requirements at entry) - Leading small teams - Manage contractors - Preparing reports and presentations - Community engagement principles - Project budget administration - Basics of ADA accessibility - Non-motorized transportation standards and best practices
Skills and Ability to:(position requirements at entry) - Park planning and design - Community engagement through online surveys and public meetings - Communicating through oral and written instruction, with the ability to understand and follow oral and written policies, procedures and instructions - Teamwork and leadership - Customer service orientation - Using computers and applicable software
Equipment City vehicle, computer, printer, scanner, cell phone, standard survey equipment, mallet, standard drafting equipment, camera and other miscellaneous office equipment.
Education, Training and Experience (position requirements at entry) <u>Required:</u> - Bachelor's or Master degree in Landscape Architecture from an LAAB-accredited program or related field. - A minimum of five years of landscape architecture, planning, engineering, architecture or related experience. Postgraduate education in landscape architecture or related field can count towards up to two years of this requirement. - The City of Ann Arbor will consider an alternative combination of education and experience.
Licensing Requirements (position requirements at entry) - Professional Landscape Architect License in the State of Michigan or the ability to obtain one within two years from the date of hire. - Valid driver's license
Physical Requirements Positions in this class typically require: reaching, standing, walking, driving, pushing, pulling, lifting, grasping, feeling, seeing, and repetitive motions. Essential duties require the mental and/or physical ability to: work in a standard office environment; read fine print on construction drawings; the work requires the ability to

distinguish colors; converse by telephone, two-way radio, in person, or around the noise of heavy construction equipment.

The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces to access work areas. The work may occasionally involve the ability to perform light lifting (up to 30 pounds) and to remain in a sitting position for extended periods of time. Incumbent will be required to carry survey equipment, measuring wheel and tape, rolls of drawings, boards and easels. Will be required to pound stakes into the ground with a mallet.

Sedentary work: Exerting up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time.

The physical demands described here are representative of those that may be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.