**Pittsburg State University**

**Job Description**

**Landscape Architect (G0E117)**

**FLSA Status:** Exempt  
**Grade: 010 Salaried Staff**

**Job Family:** Campus Operations and Services  
**Career Ladder:**

**Updated: 3/15/2019**

***The Job Description is the document used to assign positions to jobs. The Position Description is the document that provide details about a position that has been assigned to the job. The Position Description includes specific duties performed by the employee on the position, including the percentage of time duties are performed. The Position Description also identifies preferred education and experience and competencies (knowledge skills and abilities) in addition to those identified in the Job Description. Details in the Position Description are used to assess the performance of the employee assigned to the position.***

**General Description of Job – Primary Function, Supervision and Instruction Received, and Interactions**

*The information in this section includes the primary function of the job (what positions assigned to the job must accomplish) and the major objective (why that function is performed). Additional information may be added in the Position Description. The information will be used in the posting when the position is advertised*

**Primary Function**: The primary function of the Landscape Architect job is to plan, oversee and direct all aspects and stages of landscape projects and maintenance on all PSU grounds.

**Supervision and Instruction Received**: Positions assigned to the Landscape Architect job typically reports to the department head but may also report to a supervisor with a different job. The supervisor provides continuing or individual assignments by indicating generally what is to be done, limitations, quality and quantity expected, deadlines and priorities. Instruction received is under general direction. Additionally, specific instructions are given for new, difficult, or unusual assignments. The employee uses initiative in carrying out a variety of recurring duties within established policy guidelines. The supervisor assures that the work is technically accurate and in compliance with instructions or established procedures.

**Interactions (purpose, with whom, frequency)**: Employee frequently interacts with other employees, faculty, staff and students in performance of assigned tasks. Employees frequently interact with vendors. Employees occasionally interact with city and state officials.

**Examples of Essential Duties and Responsibilities**

*The following are examples of essential duties and responsibilities that may be required for a position assigned to this job. Specific duties and the percentage of time performed are found in the Position Description for the position assigned to this job.*

1. Plan, direct, and oversee major landscape architectural projects with a focus on sustainability; prepare sustainable landscape designs and specifications for development of the University properties.
2. Plan, direct, oversee, and review landscape improvement projects; conduct field surveys to include gradient checks for proper drainage.
3. Plan, direct, and oversee work of Landscape Maintenance staff; review work for accuracy and completion, provide instructions for proper and sustainable methods and techniques, supervise use, maintenance and storage of equipment.
4. Direct the operation of the greenhouse and nursery; including the operation of all landscape irrigation systems, and recreational areas.
5. Ensure that all technical documents adhere to health and safety standards and codes.
6. Collaborate with internal and external individuals regarding the design and implementation of upcoming projects.
7. Manage and organize schedules to work on various projects simultaneously and meet multiple deadlines.
8. Conduct site inspections to ensure that projects have adhered to all regulations and specifications.
9. Apply a wide range of landscaping architecture knowledge to maintain industry principles.
10. Perform any other related duties as required or assigned.

**Leadership, Supervisory or Management Responsibilities**

Mark an “X” next to the one statement which best describes the job, if applicable.

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| --- | --- |
|  | Lead worker (assigns, trains, schedules, oversees, or reviews the work of others) |
|  | Supervisor (plans, staffs, evaluates and directs work of employees in a work unit) |
|  | Indirect Supervisor (delegates authority to carry out work of a unit to subordinate supervisors or managers) |

The number of employees led, supervised, or managed is included in the position description.

**Minimum Education and Experience – Required at Hire**

*The following minimum education and experience is required at time of hire. Addition education and experience may be preferred. Preferred education and experience is identified in the Position Description.*

* Bachelor’s Degree in Landscaping Architecture (or related field).
* Five year of experience with landscaping or similar industries is required

**Examples of Competencies – Knowledge, Skills and Abilities (KSA’s):**

*The competencies listed below are representative of the knowledge, skill, and/or ability that may be required. Specific competencies and frequency performed are found in the Position Description for the position assigned to this job.*

* Use close vision and be able to focus – Regularly.
* Talk and hear – Regularly.
* Sit, stand and bend at the knee and waist, walk, lift, twist, pull and push – Regularly.
* Perform repetitive wrist, hand and/or finger movement to type and work on computer – Regularly.
* Finger dexterity and hand-eye coordination to work on a computer, telephone, and related office equipment – Regularly.
* Reach with hands and arms, stoop, kneel, crouch and crawl – Regularly.
* Have precise hand-eye coordination – Regularly.
* Have working knowledge of computer research skills are needed to aid in finding manuals online and ordering proper parts – Regularly.
* Have working knowledge of Arboriculture – Regularly.
* Ability to operate computer and basic computer functions- Regularly.

**Environmental Conditions (Hazards, Risks or Discomforts)**

*The environment conditions listed below are representative of the environmental conditions that may be present for a position assigned to this job. Environmental conditions for a position are found in the Position Description for the position assigned to this job.*

* General outdoor and indoor campus conditions.
* May be exposed to moderate noise levels.
* May be exposed to extreme temperatures, adverse weather conditions, heights, ladders, trenches, heavy equipment and hazardous material.

**Equipment or Machines Used**

*The following are examples of equipment or machines that may be regularly used to perform the duties of the position. Specific equipment and the frequency used is found in the Position Description for the position assigned to this job.*

* General office equipment such as computers, telephone, copier, fax machine.
* Utility vehicles

**License or Certification Required by Statute or Regulation**

*List license(s) or certification(s) appropriate for the position. Indicate those that are required by statute or regulation at time of hire.*

* State of Kansas Landscape Architects License is required. Kansas Board of Technical Professions is required. Ability to obtain and maintain licensing within the first 6 months of employment if not already licensed.
* Valid Driver’s License

**Additional Requirements**

*The following are examples of additional requirements that may be required to perform the duties of the position. Additional requirements for a position are found in the Position Description for the position assigned to this job.*

* Regular attendance is a necessary and essential function
* Must be able to work on evening and weekends occasionally.
* Satisfactory Pre-Hire Background Checks Required:
  + Sex Offender Registry Check
  + Criminal Record

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