

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT

ENVIRONMENTAL SERVICES DIVISION – LANDSCAPE ARCHITECTURAL SERVICES – LOCATION – 77 JAMES ST. N.)

TECHNICIAN (LANDSCAPE ARCHITECTURAL SERVICES) - CUPE 5167

SUMMARY OF DUTIES

Reporting to the Supervisor of Landscape Architectural Services – prepare, organize, file and maintain landscape design drawings and detailed drawings, perform drawing functions associated with the preparation of maps, display panels, construction drawings for park development, trails, and other open space projects using Geographical Information Systems (GIS) data, graphics software and Bentley Microstation.

GENERAL DUTIES

Prepare detailed drawings for parks, trails, open space and streetscapes including Master Plans, Conceptual Design, Functional Plans, Working Drawings including but not limited to; layout plans, grading, survey information, design details, planting plans, irrigation, drainage and utilities. Read and interpret Landscape Architecture and engineering drawings.

Create computer generated base plans of existing conditions using GIS data, Microstation, and graphics software for pre-design (conceptual work), public and staff meetings

Measure and verify engineering project data on location.

Prepare detailed construction estimates from existing price lists for parks, park facilities, trails, utilities and urban streetscapes.

Assist Landscape Architect in compiling schedules of quantities and specifications for parks and open space projects.

Check, comment on and approve Landscape Architect's drawings submitted by private Landscape Architectural consultants to ensure they conform to City graphic standards.

Create computer generated construction drawings based on approved concepts.

Input, retrieve and record data from computer and organize and maintain filing of computer data related to drawings, details and specifications.

Create GIS layers for sectional use for project, and manipulate City Park and Trails properties in GIS, and use data to create mapping and perform data analysis. [GC1]

Operate computer plotters and prepare prints as requested.

Compile information such as location plans, details, charts and graphs for reports and public presentations using graphics software, and in hard copy.

Receive and answer inquiries from the public, other staff, private developers, and consultants, and attend meetings as required.

Prepare a work schedule and track time for each project.

Job Description NO. 6045

Visit and photograph job site before, during and after completion of project. Organize a computer data file of these photographic records.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Must possess a Diploma in Landscape Design Technician or equivalent with demonstrated and relevant experience in Landscape Architecture and drafting and design.
2. Proven knowledge of municipal design and infrastructure in parks, open space and streetscape design.
3. Experience with computer aided design in a office environment is required. Bentley Microstation experience is preferred.
4. Experience with Geographical Information Systems data is required.
5. Proficiency in graphic software Adobe Suite, Sketchup (or equivalent), PowerPoint is required.
6. Proficiency in Microsoft Excel and Microsoft Word.
7. Must possess a valid Class "G" Driver's Licence.
8. Ability to express ideas effectively, verbally graphically and in writing.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
