

CITY OF HAMILTON

PUBLIC WORKS DEPARTMENT
(CORPORATE ASSETS AND STRATEGIC PLANNING DIVISION – LANDSCAPE ARCHITECTURAL SERVICES –
LOCATION – 77 JAMES STREET NORTH, SUITE 400)

LANDSCAPE ARCHITECT – CUPE 5167

SUMMARY OF DUTIES

Reporting to a supervisor, the Landscape Architect is an innovative and creative problem solver who is responsible primarily for the planning, design, and construction of municipal projects as well as the completion of unique assignments. The Landscape Architect supports the capital construction program by providing services in project management, landscape architecture planning, capital budgeting and estimating, design, technical detailing, site inspection, construction administration when required, preparation of reports and graphics, representing the department on various committees, researching, developing methodologies, and completing specialized assignments.

GENERAL DUTIES

Works on a wide variety of projects, such as new park development, existing park redevelopment, streetscape reconstruction, urban design, waterfront development, sports field development, playground and spray pad design, recreational trails, interpretive panels, banners, and other graphic design assignments.

Assumes responsibility for methodology, direction, design, and carrying out of complex planning studies and capital projects. Collects, analyzes, and interprets data with recommendations. Prepares comprehensive planning reports for development projects.

Directs a multi-disciplinary project team, prepares budget estimates and schedules, identifies laws and codes affecting the proposed work, and obtains all necessary clearances and approvals.

Visits project sites to obtain necessary physical, environmental, and cultural information affecting the site. Analyzes the information collected against the proposed program requirements and determines the site's opportunities and constraints to development or rehabilitation.

Co-ordinates the work of contractors, visits job sites to inspect work and ensure contract compliance.

Analyzes projects, conducts research and consultations; develops innovative and creative solutions; evaluates viability of solutions (cost/benefit analysis) and decides on preferred options.

Develops master plans, conceptual plans and functional plans. Creates construction details and detailed construction drawings.

Designs planting plans appropriate for specific site conditions and project requirements.

Directs support staff for the production of reports, graphics, specifications and tender documents.

Prepares Terms of Reference for hiring consultants, analyzes submissions, prepares purchase order requisitions; review.

When required, administers construction contracts, holds pre-construction meetings, conducts regular field inspections, and coordinates the sampling, testing and inspection of materials to ensure compliance with specifications.

Assumes responsibility for the research and design of products and materials for capital projects, e.g. street furniture, site lighting, creative play equipment, fountains, pavements, and various architectural features.

Produces project scheduling for each project and updates as required. Project scheduling to be regularly reviewed and approved by Manager. Undertakes projects according to City and sectional policies and procedures including purchasing policies.

Writes Recommendation Reports to Committees of Council, technical and project reports, correspondence, memos, meeting minutes, and other project related documents.

Communicates with Councillors/Elected Officials as required in undertaking capital budget projects, or responding to issues of concern raised by politicians, the public, special interest groups, or government representatives.

Designs and produces graphic materials, such as, presentation plans, sketches, brochures, trail maps, flyers, logos, interpretive panels, and signs for public use.

Makes presentations to Committees of Council, the general public, municipal committees, and other government agencies. Coordinates and guides volunteer citizen meetings.

Researches and writes terms of reference to engage the services of consultants, co-ordinates the Request For Proposal (RFP) process, reviews and evaluates proposal submissions, participates in selection interviews, recommends selection of consultants, administers contracts, approves all payment requests and tracks expenditures versus budget.

Researches and prepares design guidelines for the City's parks system, and streetscaping.

Receives and answers inquiries from the public, other City departments, outside agencies, other government agencies, consultants, contractors, and vendors.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

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

QUALIFICATIONS

1. Bachelor or Master's degree in Landscape Architecture or Ontario Association of Landscape Architects approved education equivalent, and eligible for Full Membership with Seal in the Ontario Association of Landscape Architects (OALA).
2. Must have progressively responsible professional experience in landscape architecture with a specialization in municipal projects.
3. Must have extensive knowledge of the principles and practices of landscape architecture including park design, streetscaping, architectural and construction detailing, planting design, land grading, as well as, a working knowledge of the design of roadway alignments, parking lots, subsurface drainage, outdoor lighting, plumbing and irrigation.
4. Must have advanced computer skills and working knowledge of Microsoft Word for word processing, Microsoft Excel spreadsheets, Microsoft Outlook, PowerPoint and CADD (computer assisted design and drafting), preferably Bentley Microstation.
5. Must be able to communicate effectively, in oral, graphic, and written form and have manual drafting and drawing ability.

6. Demonstrated proficient and experience related to construction project supervision including the coordination of the work of contractors, visits job sites to inspect work and assurance of contract compliance.
7. Must possess a valid Class "G" Driver's Licence.
8. A demonstrated understanding of municipal planning policies related to secondary plans and draft plan of subdivision review preferred.

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