



**STATE OF NEVADA**  
**Department of Administration**  
**Division of Human Resource Management**

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**CLASS SPECIFICATION**

| <u>TITLE</u>                              | <u>GRADE</u> | <u>EEO-4</u> | <u>CODE</u>  |
|---|--------------|--------------|--------------|
| <b>LANDSCAPE ARCHITECT SUPERVISOR</b>     | <b>40</b>    | <b>B</b>     | <b>6.729</b> |
| <b>LANDSCAPE ARCHITECT</b>                | <b>38</b>    | <b>B</b>     | <b>6.732</b> |
| <b>LANDSCAPE ARCHITECT'S ASSISTANT II</b> | <b>35</b>    | <b>B</b>     | <b>6.735</b> |
| <b>LANDSCAPE ARCHITECT'S ASSISTANT I</b>  | <b>31</b>    | <b>B</b>     | <b>6.738</b> |

**SERIES CONCEPT**

Landscape Architects perform professional landscape architecture involving the design, planning and coordination of capital improvement projects and major renovations. Positions in this series are typically assigned to the Division of State Parks or Department of Transportation where they plan and design facilities such as campgrounds, roadside rest areas, boat ramps and docks, picnic areas, group use areas, trails and paths, trail heads, visitor centers, roadside right-of-way beautification and the restoration and preservation of natural resources and historic buildings. Positions may also be assigned to other agencies requiring the services of a licensed Landscape Architect.

Coordinate work programs involving capital improvement projects for proposed facilities; review master plans, consider alternatives and submit recommendations for new construction or renovations of existing facilities with agency representatives as well as federal and other State agencies; develop project parameters and inspect existing site and/or facility, evaluate conditions and obtain necessary data to prioritize agency needs and develop the scope of work; develop descriptions and formal cost estimates for funding, prepare recommendations for funding approval, and complete project directives.

Coordinate the use of outside consultants by preparing and submitting project descriptions for review and solicit private architectural and engineering consulting firms for the design and engineering of the construction project; interview and select consultants based on qualifications, scope of work, proposal and time frame for project completion; prepare and submit final contracts.

Oversee topographical, hydrological, and boundary field surveying to obtain data for the preparation of construction plans in the design of earthwork, drainage structures, utilities, and landscaping; obtain soil and water samples, and perform soil testing; determine the layout of proposed improvements and preparation of base plan sheets.

Perform landscape architectural design work involving the generation of a site plan which includes the building concept and special requirements outlined in the master plan, the design and layout of facilities including structures, parking, roads, walks, grading, drainage, utilities and irrigation systems in accordance with applicable local, State and federal code and planning requirements; prepare construction estimates and perform detailed calculations regarding quantities of building materials, earthwork and plant materials.

Work with internal staff, representatives from other agencies and consultants to prepare final construction plans and specifications; conduct final plan checks to ensure design requirements, agency needs, and applicable local, federal and State requirements are met; resolve discrepancies and ensure final revisions are completed prior to the construction phase.

Coordinate the construction bid process by preparing advertisements and project addenda, processing necessary paperwork, notifying contractors, conducting preliminary bid meetings and finalizing the bidding process, including a recommendation for award of contracts.

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**SERIES CONCEPT (cont'd)**

Participate in the pre-construction and construction process ensuring contractors understand construction plans and specifications; perform construction project layout and staking; conduct on-site inspections of construction projects to ensure requirements of the contract are met and resolve discrepancies; make decisions regarding modifications to the design and construction necessitated by field conditions; perform limited field testing as required.

Work with internal staff, contractors and consultants to resolve problems and/or provide clarification to contract agreements and building requirements; review requests from contractors for changes to construction contract, specifications and time frames ensuring legal issues are addressed prior to approval of change orders; review and approve pay requests by evaluating the actual work completed and comparing to field notes.

Conduct final inspections of completed projects and ensure all provisions of the construction contract are met.

Provide input for the preparation of master plans or revisions; prepare or oversee preparation of a variety of technical reports; provide technical assistance for in-house maintenance staff.

Perform related duties as assigned.

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**CLASS CONCEPTS**

**Landscape Architect Supervisor:** Under direction, incumbents perform the full range of duties in the series concept and in addition, function as a unit manager with responsibility for all landscape architectural functions, and supervise the work of lower level Landscape Architects and unlicensed staff.

Incumbents manage a portion of the agency's planning and development work program and project files; provide direction to landscape architectural staff for the design and development of new facilities, additions and renovations including construction budgets and projected construction plan; conduct research and make projections regarding work priorities, scope of work, estimated construction costs and management of construction contracts.

Landscape Architect Supervisors are accountable for all phases of assigned projects, through completion. The scope of work includes direction of assigned staff, program administration and budgeting, coordination with agency heads and outside contractors, and work performed by assigned staff including design work, cost estimates, bid and contract negotiations and inspection activities; ensure projects meet professional principles, standards and practices, contract specifications, applicable policies and procedures as well as local, State and federal requirements.

**Landscape Architect:** Under general direction, incumbents perform the full range of duties in the series concept as fully functioning licensed Landscape Architects. At this level, incumbents have responsibility for major construction projects and improvement programs involving the application of a wide range of landscape architectural, architectural and engineering principles and practices requiring considerable judgment and independent decision-making. Incumbents are accountable for all aspects of the project or program area and function independently within the program guidelines. Project responsibility includes determining work priorities, standards, techniques and guidelines. When standards and techniques are not applicable, judgment and ingenuity must be exercised.

Landscape Architects may act as a first-line supervisor and have functional responsibility for lower level Landscape Architect's Assistants, drafters, inspectors and support staff.

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**CLASS CONCEPTS (cont'd)**

**Landscape Architect's Assistant II:** Under direct supervision of a licensed Landscape Architect, incumbents either:

- 1) gain additional knowledge and experience required for licensure as a Landscape Architect; or
- 2) are permanently allocated to this level and perform duties in coordinating, overseeing and performing landscape architectural tasks.

**Landscape Architect's Assistant I:** Under direct supervision of a licensed Landscape Architect, incumbents receive training in the performance of all or part of the duties outlined in the series concept. This is the entry level in the series and incumbents may progress to the next level upon meeting minimum qualifications and with the recommendation of the appointing authority.

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**MINIMUM QUALIFICATIONS**

**INFORMATIONAL NOTE:**

- \* For Landscape Architect Supervisor and Landscape Architect positions, any person licensed as a Landscape Architect in another state must become licensed in Nevada within six months following the date of appointment.

**LANDSCAPE ARCHITECT SUPERVISOR**

**EDUCATION AND EXPERIENCE:** Licensure as a Landscape Architect by the Nevada State Board of Landscape Architecture and two years of post-licensure experience which involved managing landscape architectural projects and the design, planning and coordination of construction projects and/or capital improvement programs as described at the Landscape Architect level; **OR** one year of experience as a Landscape Architect in Nevada State service. *(See Informational Note)*

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):**  
**Working knowledge of:** program management techniques; project budget preparation and control. **General knowledge of:** principles of training and providing work direction to others. **Ability to:** formulate and manage budgets; direct and manage a variety of activities involving the design, negation and implementation of landscape architectural, architectural and engineering work; *and all knowledge, skills and abilities required at the lower levels.*

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):**  
**Detailed knowledge of:** legislative requirements applicable to the development of capital improvement programs; contract administration including cost estimating, laws, ethics, specifications and landscape architectural practices; agency regulations and guidelines related to landscape architectural projects; project budget preparation and control. **Working knowledge of:** personnel management theories, principles and practices in the hiring, training, evaluation and discipline of subordinate staff; project budget preparation and control. **Ability to:** plan, organize, direct and control the work of lower level Landscape Architects and Landscape Architect's Assistants.

**LANDSCAPE ARCHITECT**

**EDUCATION AND EXPERIENCE:** Licensure as a Landscape Architect by the Nevada State Board of Landscape Architecture and one year of post-licensure experience which involved the design, planning and coordination of landscape architectural projects including campgrounds, boat ramps and docks, picnic areas,

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### MINIMUM QUALIFICATIONS (cont'd)

#### LANDSCAPE ARCHITECT (cont'd)

##### EDUCATION AND EXPERIENCE: (cont'd)

group use areas, trails or paths, trail heads, roadside rest areas, roadside right-of-way beautification, visitor centers and the restoration and preservation of natural or cultural resources. *(See Informational Note)*

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** principles and practices of site planning. **Working knowledge of:** implementation of design and construction projects; project management techniques. **Ability to:** develop and produce public facility designs, working drawings and detailed specifications; explain and interpret construction project requirements and contract plans and specifications; review and approve landscape architectural plans and designs of consultants; oversee the work of Landscape Architect's Assistants and other staff as assigned; *and all knowledge, skills and abilities required at the lower levels.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Detailed knowledge of:** grant requirements for project eligibility and compliance. **Working knowledge of:** application of the Uniform Building Code; contract administration including cost estimating, laws, ethics, specifications and landscape architectural practices; legislative requirements in the development of capital improvement programs; policies and procedures of regulatory agencies regarding public facility development and building construction. **Ability to:** assess staff development needs; mediate and resolve differences between the State, other governmental entities and contractors.

#### LANDSCAPE ARCHITECT'S ASSISTANT II

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in landscape architecture and two years of professional landscape architectural experience under the direct supervision of a holder of a certificate of registration. The required experience must have included drafting, design, planning and coordination of landscape architectural projects such as campgrounds, roadside rest areas, roadside right-of-way beautification, boat ramps and docks, picnic areas, group use areas, trails or paths, trail heads, visitor centers and the restoration and preservation of natural and cultural resources; **OR** a bachelor's degree from an accredited college or university with a degree in architecture, civil engineering, construction technology or closely related field and three years of experience as described above; **OR** graduation from high school or equivalent education and five years experience as described above; **OR** an equivalent combination of education and experience.

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** drafting methods and practices; conservation principles and practices; landscape architectural design and technology; site planning principles and practices; design techniques, tools and principles involved in production of technical plans, blueprints, drawings and models. **General knowledge of:** application of the Uniform Building Code. **Ability to:** establish and maintain effective working relationships with contractors, suppliers, government officials and co-workers; write concise logical, grammatically correct correspondence and reports in developing agreements, explaining policy and procedure and resolving discrepancies; identify site boundary markers, read legal descriptions and interpret maps; inspect construction activities for compliance with design requirements; consider the relative costs and benefits of potential actions to choose the most appropriate one; organize meetings and projects; *and all knowledge, skills and abilities required at the lower level.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** public facility construction; grant requirements for construction project eligibility and compliance; implementation of design and construction projects; building construction practices related to providing construction cost estimates; surveying techniques; cartography; the agency's public facility construction policies and procedures as related to monitoring projects and approval of outside contractor's

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**MINIMUM QUALIFICATIONS (cont'd)**

**LANDSCAPE ARCHITECT'S ASSISTANT II** (cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): (cont'd) work; agency regulations and guidelines related to landscape architectural projects; the preparation of public facility construction drawings and specifications. **General knowledge of:** regulatory agency requirements regarding landscape project development. **Ability to:** develop and produce public facility designs, working drawings and detailed specifications; explain and interpret construction project requirements and contract plans and specifications; coordinate a variety of construction activities involving the design, negotiation and implementation of landscape architectural, architectural and engineering work.

**LANDSCAPE ARCHITECT'S ASSISTANT I**

EDUCATION AND EXPERIENCE: Bachelor's degree from an accredited college or university in landscape architecture, civil engineering, architecture, construction technology, or closely related field; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application): **Working knowledge of:** mathematics including trigonometry, algebra and geometry. **General knowledge of:** the preparation of public facility construction drawings and specifications; drafting methods and practices; surveying techniques; cartography; conservation principles and practices; landscape architectural design and technology; site planning principles and practices; ecology, soil science, botany and horticulture; design techniques, tools and principles involved in production of technical plans, blueprints, drawings and models. **Ability to:** visualize finished architectural projects from drawings and blueprints; read and prepare landscape drawings and blueprints; work independently or as part of a team.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job): *(These are identical to the Entry Level Knowledge, Skills and Abilities required for Landscape Architect's Assistant II.)*

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

|              | <u>6.729</u> | <u>6.732</u> | <u>6.735</u> | <u>6.738</u> |
|--------------|--------------|--------------|--------------|--------------|
| ESTABLISHED: | 1/17/72      | 1/17/72      | 1/17/72      | 1/17/72      |
| REVISED:     | 12/16/76     | 12/16/76     | 12/16/76     | 12/16/76     |
| REVISED:     | 5/19/77      | 5/19/77      | 5/19/77      |              |
| REVISED:     | 7/1/93P      | 7/1/93P      | 7/1/93P      | 7/1/93P      |
|              | 8/31/92PC    | 8/31/92PC    | 8/31/92PC    | 8/31/92PC    |
| REVISED:     | 12/19/03PC   | 12/19/03PC   | 12/19/03PC   | 12/19/03PC   |