

## **LANDSCAPE ARCHITECT TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry-level position used for training in the skills of municipal landscape architecture. An appointee who satisfactorily completes the education and experience requirements and obtains a NYS Landscape Architect license will be advanced to the position of Landscape Architect without further examination. Under general supervision of a higher-level technical employee or administrative authority, an incumbent prepares and reviews site plans, construction drawings, specifications, and estimates related to existing and proposed park development and other public properties within the county as needed. Project responsibilities will involve developing project designs, budgets and monitoring expenditures, as well as working to resolve on-site situations, such as change orders and contractor concerns on behalf of local municipalities. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only) Participates in studies involving research, investigation, and analysis of sociological, economic, and environmental factors related to municipal, Regional, or community planning; Assists in collection, tabulation, and analysis of data on census statistics; Assists in studies relating to traffic, parking, and other public facilities; Assists and advises towns and communities in adopting and administering subdivision and/or zoning regulations, local laws, municipal plans, and other planning matters; May attend municipal board meetings; Helps prepare SEQR and NEPA reports and assists with appropriate environmental review coordination and filing; Helps prepare line drawings, charts, graphs, GIS-generated mapping, and other illustrative materials; Coordinates with the municipalities to develop Request for Proposals (RFPs), bid documents, grant applications, permit applications, required reports, and assists in conducting field inspections, community visioning, and design plans; Assists in the development of plans, reports, local laws, and educational materials for use by local municipalities; Works to help develop contract specifications for bid documents and construction plans; Helps prepare Landscape Architectural Services to Delaware County communities and partners to enhance the living landscape; Assists in the design and management of streetscapes, parks, walks, and trails as needed; Reviews and comments on landscape designs as prepared by other professionals to ensure comprehensive and cohesive implementation; Helps prepare plans for plantings, irrigation, paving, walls, fences, drainage, site furnishings, and play areas as needed for individual projects; Assists with project and construction oversight that includes landscape components; May act as a liaison to the Delaware County Planning Board; Prepares and maintains a variety of complex written records and reports; Responsible for working as part of the Town Planning Advisory Service (TPAS), providing circuit riding services, assistance to department planners, and working with county partners, including, but not limited to, the Soil and Water Conservation District, the Catskill Watershed Corporation, and the Delaware County Industrial Development Agency; May perform other related duties as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of purposes, principles, terminology and practices involved in municipal, regional or community planning; Good knowledge of soil erosion control; Working knowledge of the principles and practices of landscape architecture; Working knowledge of plant ecology, pathology, entomology and horticulture; Working knowledge of current methods for collecting, analyzing and interpreting statistical data; Skill in the use of computer-aided drafting/design software; Ability to understand and carry out complex oral and written instructions; Ability to prepare and manage the preparation of complex master plans for community development and landscape designs; Ability to prepare detailed and complex, technical written material, including grant applications; Ability to communicate effectively, both orally and in writing; Initiative and resourcefulness; Tact, courtesy, and integrity; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a four-year college or university with a bachelor's degree in planning, architecture, landscape architecture, urban geography or engineering and (3) three years of experience in municipal, community or regional planning, landscape architecture or related work; OR
- B. Satisfactory completion of a recognized master's degree program in landscape architecture, architecture, planning, urban geography, government or other similarly related field and (2) two years of experience in landscape architecture, municipal, community or regional planning or related work.
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** A valid New York State driver's license is required at time of appointment and maintained during employment.

**NOTE:** Incumbents will be expected to work towards the Landscape Architect license issued by New York State, to be completed within a reasonable time frame, preferably, within one year, in order to advance to the title of Landscape Architect. To be able to sit for the exam, there is a requirement for education and experience.

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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