



## POSITION OPEN

### LANDSCAPE ARCHITECT Parks and Recreation

2946-01

**PURPOSE OF CLASSIFICATION:** The purpose of the Landscape Architect position will be to help plan and develop park and greenway properties.

**ESSENTIAL FUNCTIONS:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Assist in the design and implementation of capital improvement projects including developing budgets, selecting consultants and contractors, evaluating performance and quality of construction, reviewing submittals, preparing and submitting plans to secure permits and approvals, and approving change orders and contractor pay requests; assist in bidding process and construction phase. Produce construction documents including demolition plans, site plans, site construction details, grading and drainage plans, erosion control plans, planting plans, and irrigation plans. Prepare conceptual and master plans along with preliminary cost estimates for projects; assist with developing long-term plans for existing and anticipated parks and greenways. Assist with grant proposals and coordinate with agencies to obtain approval as needed for complete and persuasive proposals; follow-up with monitoring of grant-funded projects. Participate in planning meetings; survey community needs and resources; meet with various organizations and agencies for approval and coordination of projects. Coordinate with Maintenance Division to ensure proper maintenance of parks and greenways; occasionally provide advice on landscaping, maintenance and renovations of existing parks and greenways. Respond to public inquiries concerning existing or proposed parks and greenways.

**ADDITIONAL JOB FUNCTIONS:** Ensure regular, punctual attendance during scheduled work hours. Respond to and report immediately if called upon by local regional or central office supervisors as part of a coordinated emergency response by the Knox County Health Department. Perform other duties as required.

**MINIMUM TRAINING AND QUALIFICATIONS:** Bachelor's degree in Landscape Architecture with a professional license in landscape architecture. Minimum three (3) years' experience that includes producing construction documents and experience estimating project costs. Experience designing parks and greenway, construction administration, project management, and grant proposal writing preferred.

**PHYSICAL REQUIREMENTS:** This position requires the following physical abilities: Occasional moderate physical effort or frequent periods of light physical activity will be required. Work may pose moderate danger or hazards due to outside work environment at construction sites and facilities. Possible exposure to construction equipment, chemicals, fumes, odors, electrically-energized devices and power lines, adverse weather conditions, traffic hazards, excessive noise, and poor lighting.

**SALARY:** \$47,128.12 annually

**DEADLINE:** July 10, 2017

If you need reasonable accommodations to complete an application or for an interview, please contact the Department of Human Resources. Some accommodations take several days to arrange. Please notify us early to make the arrangements.

**Non-discrimination:** Knox County prohibits discrimination in employment on the basis of race, color, sex, age, religion, national origin, and disability status.

**APPLY TO:** [www.knoxcounty.org/hr](http://www.knoxcounty.org/hr) Knox County Human Resources, Room 360, City/County Building, 400 Main Street, Knoxville, TN 37902. Knox County is an Equal Opportunity Employer.

*We provide veteran's preference for all valid DD-214's*