

City of Roswell, Georgia

JOB DESCRIPTION

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To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Landscape Architect/Certified Arborist

Department: Community Development

Pay Grade: 512

FLSA Status: Exempt

Job Code: C413

JOB SUMMARY

The purpose of this classification is to administer the City's landscape and tree ordinances, to provide expertise to various City departments and residents, to interpret and enforce City tree preservation/protection ordinances through permit application and plan review, site inspections, and public education.

ESSENTIAL JOB FUNCTIONS

- Serves as a lead to departmental personnel engaged in the review of landscape elements of plans: coordinates landscape review workload; provides training and technical support to other review personnel; and reviews the work of personnel for consistency in the application of various codes and ordinances related to landscape design.
- Provides technical assistance and information to developers, landscapers, property owners, the public or others regarding tree preservation/protection guidelines, ordinances, plan reviews, procedures, documentation, or other issues; meets with clients at sites or in office; responds to questions and complaints; researches problems/complaints and initiates problem resolution.
- Conducts site visits as necessary during plan review.
- Interpret and enforce City tree preservation/protection ordinances through permit application and plan review, site inspections, and public education.
- Reviews development plans and drawings, tree protection plans, and related documents in relation to tree preservation; verifies compliance of plans with tree preservation/protection ordinance; approves or disapproves tree plans as appropriate; discusses problem areas and corrective actions with applicants
- Conducts and oversees the review of landscaping elements of plans submitted to Community Development for approval, including landscape and irrigation plans for code compliance; negotiates acceptable design solutions.

- Conducts site inspections during installation to ensure compliance with approved plans relating to tree protection and tree replacement; evaluates condition/health of trees; determines hazardous conditions involving trees; conducts compliance inspections of commercial properties one year after completion of construction.
- Confers with other departments regarding trees that are threatening the right of way.
- Follows safety procedures, reports unsafe activities and conditions, utilizes safety equipment, and monitors work environment to ensure safety of employees and other individuals.
- Drafts ordinances and prepares text amendments to existing ordinances; designs graphics as needed.
- Provides court testimony against persons cited for ordinance violations; offers expert witness testimony.
- Maintains a comprehensive, current knowledge of applicable policies, procedures, codes, regulations; conducts research and maintains an awareness of new issues, methods, equipment, trends and advances in the profession; reads updates and other professional literature; maintains professional affiliations; participates in continuing education activities; attends meetings, conferences, workshops and training sessions as appropriate.
- Confers, advises, and provides technical and design assistance to co-workers, other departments, and outside organizations, and makes presentations to the Mayor and Council, City Boards and Commissions, and outside organizations regarding landscape preservation, tree preservation/protection guidelines and ordinances.
- Participates in various meetings and committees: attends pre-application meetings, department meetings, special training, and workshop seminars as appropriate.
- Responds to applicant/customer telephone and e-mail questions and comments; prepares written interpretations to customer inquiries.
- Troubleshoots problems and issues with land development inspectors and code enforcement personnel.
- Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems; responds to requests for service or assistance.
- Receives or prepares various forms, reports, correspondence, or other documents; reviews, completes, processes, forwards or retains as appropriate.
- Operates a City motor vehicle as needed for daily tasks.
- Operates a personal computer and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Landscape Architecture, Forestry, Horticulture or closely related field; six (6) years of experience in design of landscaping and irrigation plans; or two (2) years of experience in urban forestry, tree preservation or code compliance; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- Possession of Georgia Soil and Water Conservation Commission Level 1A and 1B certification within one year of employment.
- Certification in specific applications or platforms in use is preferred.
- Possess and maintain International Society of Arboriculture (ISA), Certified Arborist and Registered Landscape Architect certifications or successfully obtain certification within one year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

Knowledge, Skills and Abilities:

- Knowledge of land planning, cartography and development principles, practices and methods.
- Skill in interpersonal communication and the ability to interact with a wide variety of individuals, groups, and personalities in resolving development and application issues.
- Ability to use practical applications involving codes and zoning ordinances.
- Knowledge of landscape design principles and practices; and City, county, Atlanta Regional Commission, state and federal codes, ordinances and regulations pertaining to landscape design.
- Ability to review, understand and interpret design drawings, site plans, construction specifications, maps, and plats.
- Ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.
- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of references, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is light to medium which requires the ability to exert light to medium effort that involves walking or standing virtually all the time. Work may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (20-50 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature and noise extremes, traffic hazards, bright/dim lights, or rude/irate customers.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.