

POSITION DESCRIPTION

Position Title:	Landscape Architect	Direct Reports:	Two (2) or More
Department:	Landscape/Civil Design	Classification:	Exempt
Location:	Any Kingscott Office, Remote	Approved Date:	
Reports To:	Director of Engineering	Revision Date:	

Position Summary:

The Landscape Architect is responsible for planning, designing, and overseeing the implementation of outdoor spaces such as parks, campuses, gardens, and commercial developments. This includes managing the entire project lifecycle, from conceptualization to completion, while ensuring compliance with environmental regulations and safety standards. The ideal candidate will have mastery of specialized techniques and an in-depth understanding of landscape architecture and technical policies and procedures. You will design and provide a complete and coordinated set of drawings that reflects the programmed goals and objectives of our clients with the highest standards of visual, functional, and technical design, being consistent with financial and schedule constraints and responsive to the physical environment. We are focused on finding a creative and passionate landscape architect to help us continue to grow our practice and broaden our design capabilities and portfolio.

Organizational Values:

Our belief in people leads us to work with project partners that have people at their center. Our company values are:

- Investing in People
- Achieving the Extraordinary
- Serving with Humility
- Finding Fun in Our Work
- Committing Ourselves to Mutual Success
- Fearlessly Exploring
- Striving for Authenticity

Essential Responsibilities:

- Lead the execution of landscape architectural design on assigned projects.
- Collaborate with clients and stakeholders to determine client needs and goals for the project, including continuous consultation with clients and engineers on specifications of project.

- Conduct site analysis to assess environmental, physical, and cultural factors that may affect the design.
- Prepare hardscape and landscape conceptual and detailed designs including entitlement, site plan and construction documents using computer-aided design (CAD) software and other tools.
- Conduct research and prepare and develop concept designs, graphics, design documents, presentation packages, and contract documents, including grading, drainage, irrigation, and planting for landscape architecture projects.
- Coordinate with other professionals such as engineers, architects, and contractors to ensure the project is implemented according to design and specifications, on-time and within the project budget.
- Manage project scope of work, schedule, completion of initial paperwork, and monitor construction progress to ensure compliance with plans, specifications, and quality standards.
- Review budget and schedule progress reports.
- Provide technical advice and support to clients, contractors, and other stakeholders, and carry out technical and administrative assignments, tabulations, cost estimates, etc.
- Perform on-site inspections during construction and coordinate design requirements with contractors and equipment suppliers.
- Maintain project records including correspondence, drawings, files, written reports, and presentations.
- Prepare and present proposals, reports, and other project-related documents to clients and regulatory agencies.
- Stay current with industry trends, regulations, and best practices.
- Performs other related duties as assigned.

Non-Essential Responsibilities:

- Other duties as assigned by the Project Director and/or the Project Manager.

Supervision Received:

General Direction: Plans and arranges own work. Uses a wide range of procedures to accomplish assigned objectives.

Supervisory Responsibilities:

Informal leadership: Determines work assignments, priorities, and procedures for team members. Responsible for assigning, scheduling, and ensuring the quality and quantity of work. May or may not approve time off and schedule adjustments. Provides training, coaching and mentoring to others.

Education & Experience:

- Bachelor's or master's degree in landscape architecture or related field. Registered Landscape Architect preferred.
- 5+ years of professional experience in landscape architecture.



ARCHITECTURE | ENGINEERING | DESIGN

- Demonstrated creative thinking, design ability, and technical proficiency.
- Comprehensive knowledge of design process, graphics, 3D modeling, hand drawings, and landscape and technical systems.
- Skilled in AutoCAD, Adobe Suite, SketchUp, and Revit.

Other Knowledge, Skills & Abilities:

- Excellent communication and presentation skills and proven success working with multidisciplinary teams.
- Track record of winning and managing projects and providing excellent customer service.
- Energy, commitment, and perseverance through difficult work challenges and a constantly evolving environment.
- Excellent verbal and written communication skills.
- Extremely proficient with computer-aided design (CAD) software such as AutoCAD and Revit.
- Proficient in Microsoft Office Suite or related software.
- Excellent problem-solving, negotiation and consultation skills.
- Ability to translate client ideas into visual and/or tangible references such as drawings or models.
- Knowledge of architectural, civil, structural, and electrical disciplines; building construction; cost estimating; and building codes.
- Possess and demonstrate solid analytical, communication, and interpersonal skills.
- Passion for design and solid work ethic, ownership, and accountability.

What is in it for you:

- Competitive salary
- Health, dental, vision, life, and 401(K) with company match
- Flexible work schedule – we work four (4) days a week!
- Collaborative environment and ability to work with all levels of the organization.
- Variety of work tasks and experiences – no two days will ever be the same!
- Opportunity to influence key decisions and help us meet our goals.

Are you interested in being part of a collaborative culture with significant opportunities for professional growth? Apply now!

How to Apply:

- Please send your resume and cover letter to Maureen Weatherby at mweatherby@kingscott.com

Physical Requirements:

Average Daily Physical Requirements	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Work in stationary position				X
Move about work area		X		
Use hands/fingers to handle or feel				X
Reach with hands and arms		X		
Ascend/Descend (stairs/ladder/etc.)		X		
Bend, stoop, kneel, crouch, or crawl		X		
Communicate with various parties			X	
Detect flavors or smells	X			
Move containers up to 30 pounds	X			
Visual acuity				X
Read and understand written word				X
Drive/Travel			X	
Operate computer and general office machines				X
Operate Machines:	X			
Other:				

Environmental Conditions:

Average Daily Environmental Conditions	None	Less than 2 hours	2 to 5 hours	More than 5 hours
Normal office environment: No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.				X
Plant environment: Exposure to dust, oil, various chemicals, and extreme noise.	X			
Warehouse environment: Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks.	X			
Travel: Limited exposure to outside elements.		X		
Other:				

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.