

## POSITION DESCRIPTION

|                        |                              |                        |               |
|------------------------|------------------------------|------------------------|---------------|
| <b>Position Title:</b> | Landscape Architect          | <b>Direct Reports:</b> | None          |
| <b>Department:</b>     | Landscape/Civil Design       | <b>Classification:</b> | Exempt        |
| <b>Location:</b>       | Any Kingscott Office, Remote | <b>Approved Date:</b>  |               |
| <b>Reports To:</b>     | Site Design Lead             | <b>Revision Date:</b>  | February 2024 |

### 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 assisting with the entire project lifecycle, from conceptualization to completion, while ensuring compliance with environmental regulations and safety standards. The ideal candidate will have knowledge of specialized techniques and an understanding of landscape architecture and technical policies and procedures. You will design and with 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:

- Support 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.
- Support project scope of work, schedule, completion of initial paperwork, and monitor construction progress to ensure compliance with plans, specifications, and quality standards.
- Provide technical support to clients, contractors, and other stakeholders, and help complete 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.
- Support in preparation of 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.
- Regular travel throughout the state of Michigan, required.

**Supervision Received:**

Specific Direction: Follows established work procedures. Receives periodic checks for performance. Refers unique questions/conditions to immediate supervisor.

**Supervisory Responsibilities:**

No supervision: No supervisory responsibilities.

**Education & Experience:**

- Bachelor's or master's degree in landscape architecture or related field
- 3 - 5 years of professional experience in landscape architecture.
- 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, and SketchUp.

**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 listening, verbal, and written communication skills.
- Extremely proficient with computer-aided design (CAD) software such as AutoCAD; knowledge in Land F/X preferred.
- Proficient in Microsoft Office Suite or related software.
- Excellent problem-solving and consultation skills.
- 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.
- Working toward professional registration, preferred.

**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 portfolio, resume, and cover letter to Maureen Weatherby at [mweatherby@kingscott.com](mailto: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 |
|--|------|-------------------|--------------|-------------------|
| <b>Normal office environment:</b> No exposure to extreme heat, cold, noise or chemicals or hazardous equipment.    |      |                   |              | X                 |
| <b>Plant environment:</b> Exposure to dust, oil, various chemicals, and extreme noise.                             | X    |                   |              |                   |
| <b>Warehouse environment:</b> Exposure to extreme temperatures, noise, hazardous equipment, and fumes from trucks. | X    |                   |              |                   |
| <b>Travel:</b> Limited exposure to outside elements.   |      | X                 |              |                   |
| <b>Other:</b>  |      |                   |              |                   |

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.