

CITY OF CHATTANOOGA
Classification Specification Title: Landscape Architect 2

Department: Public Works

Pay Grade: GS.11

Supervision Received From: Manager Site Development

FLSA Status: Exempt

Supervisory Responsibility For: None

Established: 8/22/12

Revision Dates: 7/17/25;

4/02/25; 10/20/23; 1/11/23

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for landscape architectural design and the review of architectural, civil engineering and landscape architectural plans for compliance with local, federal and state codes, regulations, and established industry standards. Duties include landscape architectural project management, development of green infrastructure processes and coordination of the site plan review process. Work requires limited supervision and the use of independent judgment and discretion.

SERIES LEVEL: Landscape Architect 2 is the second classification in a two-part series in the Land Development Division.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Reviews architectural, civil engineering and landscape architectural plans for compliance with applicable local, state and federal codes, ordinances, laws, regulations, and industry standards.

Provides technical expertise on landscape architecture, Leadership in Energy and Environmental Design (LEED), sustainable site development and design, green infrastructure, trees, and vegetation management; and, in conjunction with the City Forester, coordinates the preservation of trees on City property and private property impacted by City projects and private developments.

Interprets and enforces landscape, forestry, applicable water quality/City engineering ordinances, codes, and requirements; ensures compliance with applicable federal, state and local laws, rules, regulations, specifications, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations.

Performs landscape architectural design for City green infrastructure projects and components of civil engineering projects; coordinates landscape architectural project management activities which include developing, formulating and implementing landscape, streetscape and green infrastructure procedures, processes and long term plans.

Investigates existing conditions, issues and performs a site analysis of landscape architectural project sites; conducts field inspections of projects and construction.

Coordinates the site plan review process; provides information and technical assistance concerning code requirements to ensure timely and accurate communication between the general public (including designers, developers, contractors and property owners) and internal departments, applicable Boards and Commissions, external agencies and/or other interested parties to synchronize activities, review work, exchange information, and resolve problems.

Serves as a technical expert for the City, to include the Stormwater Board, Board of Zoning Appeals, Tree Commission, City Council, Planning Commission and other elected and appointed officials.

Prepares and completes various permits, forms, reports, correspondence, presentations, design drawings, preliminary layouts, contract documents, project lists, cost estimates, meeting minutes, work orders, schedules, punch-lists or other related documents.

Participates in/on a variety of meetings, public forums and/or other related groups in order to provide technical expertise, make presentations and receive and convey information.

Reviews and edits proposed relevant code changes.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

Identifies steep slopes and reviews submittals for compliance with City Code. Uses Computer Aided Design (CADD) software to assess Steep Slope Areas and confirm the accuracy of the calculations. Reviews the compatibility of the proposed vegetation with the specific slope steepness and soil compaction.

Identifies storm and sanitary easements and analyzes these for vertical conflicts. Review the Inspection and Maintenance Agreement's Land Management Plans for management of Permanent Water Quality Buffers and the maintenance of vegetated Stormwater Control Measures.

Identifies Streams and Wetlands (Waters of the State) Permanent Water Quality Buffers and analyzes grading plans to determine impacts to the Permanent Water Quality Buffers and any requirements for the restoration of these Buffers.

Develops revegetation standards and guidance and reviews construction plans for compliance.

Use CADD software to assess Buffer Impact Areas, required Mitigation, and confirm the accuracy of the calculations.

Reviews submitted plans for conformity with GIS parcel/lot lines, and identifies when new recorded plats or Preliminary Plat Approvals are required.

Reviews submitted plans for conformity with Zoning Conditions, PUD Conditions, Site Design Requirements of Specific Zones, Landscape Ordinance, and Landscape Variances.

Develops and implements Landscape and Water Quality Team policies and institutes Standard Operating Procedures and other process efficiencies.

Stormwater Team Lead for Plan Review: Prepare Weekly Stormwater Meeting Agenda for issues arising during Site Team Plan Review.

Prepares and presents technical information (maps, aerial photos, street views, relevant ordinances, existing infrastructure and other site conditions) and documents the development plans and proposals for the pre-submittal meetings.

Provides training on the permit application process to external customers as well as to internal staff.

Expedited Land disturbing Permit Review.

Identifies issues, resolves, or re-directs.

Assesses and consults with Building/Site Teams on the applicability of specific Land Disturbing and other permits. Determines the best tools and permits for achieving compliance.

Develops Standards, Guidance and Protocols for Landscape Inspection. Provides Landscape Construction Inspection oversight, troubleshooting, and training for the Soil Engineering Specialists.

Provide public outreach and education.

Responsibilities include Public Health, Safety, and Welfare; Protection of Public Assets; Timely and Professional Customer Service.

When Working in Urban Forestry:

Develop, implement, and update street tree master plan for right-of-way tree planting.

Conduct planning and project management of annual Urban Forestry-direct tree planting efforts, to include identification of planting locations through GIS and fieldwork; coordination with community groups and other tree planting projects to ensure requests and concerns are addressed efficiently; compilation and placing of tree orders with multiple nurseries; assistance with oversight and quality control of contracted tree planting; assistance with GIS inventory of newly planted trees.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Landscape Architecture is required; supplemented by five (5) years of landscape architectural work experience involving environmental and landscape assessment; ecological and urban design; sustainable development; mitigation; landscape planning; stormwater management including rain gardens, green roofs, groundwater recharge or wetlands

or a related area; or any combination of equivalent experience and education.

Must demonstrate a deep Two (2) of the five (5) years of experience must be in at least one of the following areas: civil site design, computer-aided design and drafting, project management, construction management, inspection, planning or design review.

LICENSING AND CERTIFICATIONS:

Professional Landscape Architect Design

Professional Registration from the State of Tennessee required within six (6) months of appointment.

Valid Driver's License

Must be able to obtain Special Police Commission within twelve (12) months of appointment.

DEPARTMENT SPECIFIC LICENSING AND CERTIFICATIONS: Level 2 TN EPSC (Erosion Prevention and Sediment Control) Design Certified Professional required to be obtained within twelve (12) months of hire. Certified SCM (Stormwater Control Measure) Inspection & Maintenance Professional required to be obtained within twelve (12) months of hire. CPSWQ (Certified Professional in StormWater Quality) or equivalent (CPEPSC and CMS4) preferred. ISA Certified Arborist preferred.

KNOWLEDGE AND SKILLS:

Knowledge of customer service principles; managerial principles; municipal planning principles; land use planning principles; local government processes; floodplain management principles; landscape architectural, civil engineering, site planning and architectural design principles; stream morphology, biologic systems and processes, local ecological communities, ecosystem services, habitat and biodiversity; principles and practices of urban planning and development; planning terminology, practices and research methods; project management principles and practices; construction principles, practices, methods and materials; surveying principles and practices; statistical and mathematical concepts; management principles, inspection procedures, legal principles, applicable federal, state and local laws, ordinances, codes, rules, regulations, policies, and procedures.

Skill in using computers and related software applications including Geographic Information System (GIS), AutoCAD, spreadsheet, presentations, mapping and graphic software applications; providing customer service; managing projects; interpreting planning and zoning programs; performing mathematical calculations in the analysis, planning, design, management, and stewardship of the natural and built environments.

Reading and interpreting a variety of technical plans, drawings and models, including architectural and engineering drawings and related documents; reading maps and scales; conducting research; analyzing and making appropriate recommendations on landscape and vegetation design and maintenance; implementation of design and construction documents for municipal construction projects; coordinating construction contract activities; writing reports and other documents; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies, and procedures; organizing, collecting and analyzing data; resolving conflict and negotiating and mediating hostile situations; report writing; creating and giving presentations; public speaking; communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT: Light Work: Exerting up-to 20 pounds of force occasionally and/or up-to 10 pounds of force frequently and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work. Incumbents may be subjected to fumes, odors, dust and extreme temperatures.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.