

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LANDSCAPE DESIGN MANAGER

JOB DESCRIPTION

Employees in this job serve as managers directing the work of professional subordinates. The employee, under general supervision, works within general methods and procedures and exercises considerable independent judgment to adapt and apply the guidelines to specific situations, as needed. The work requires knowledge of the policies, procedures, and regulations of landscape architectural design and plan review programs, and supervisory techniques, personnel policies, and procedures.

There are two classifications in this job. The information provided under each position code title represents a general description of the classification concept. To determine the appropriate level of the manager position, application of the Professional Managerial Position Evaluation System is required.

Position Code Title - Landscape Design Manager-3

Landscape Design Manager 14

The employee functions as a first-line professional manager of professional positions in a complex work area, a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

Position Code Title - Landscape Design Manager-4

Landscape Design Manager 15

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluated and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Plans, organizes, and supervises the development and preparation of landscape construction plans, specifications, estimates, and other contract documents.

Reviews and makes recommendations concerning landscape architecture and design, and makes final decisions about the design of specific projects.

Reviews and checks shop drawings for correctness and conformity with approved plans and specifications.

Interprets landscape plans, specifications, and codes and regulations related to the work.

Oversees and conducts field inspections prior to finalization of landscape plans and as landscape projects progress to determine compliance with regulations and specifications.

Administers design consultant contracts by monitoring and evaluating project design development, amending contracts when necessary, and reviewing payment vouchers.

Supervises the preparations of design changes and revisions to construction plans.

Reviews development plans, permit application documents, environmental impact statements, and reclamation plans.

Conducts special studies, planning, and environmental design as required.

Makes presentations and conducts public meetings concerning landscape design projects.

May occasionally perform any task assigned to subordinate staff, consistent with any licensing or certification requirements.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the instruments, tools, symbols, and nomenclature used in landscape architectural drawing and specifications.

Thorough knowledge of the methods of analysis and computation required in landscape design.

Thorough knowledge of the laws and regulations related to the work.

Thorough knowledge of ecological principles and their relationship to environmental planning and design.

Thorough knowledge of costs and uses of construction materials used in landscape design.

Thorough knowledge of survey methods and remote sensing methods and equipment.

Thorough knowledge of inspection techniques and procedures.

Thorough knowledge of topographical mapping.

Thorough knowledge of environmental planning and effects of development.

Thorough knowledge of equal employment and labor relations practices.

Thorough knowledge of training and supervisory techniques.

Thorough knowledge of employee policies and procedures.

Ability to instruct, direct, and evaluate employees.

Ability to analyze landscape development plans for accuracy, appropriateness, and compliance with applicable laws and regulations.

Ability to prepare complete plans, specifications, schedules, and cost estimates.

Ability to make space utilization studies and analyses.

Ability to make material and labor estimates and computations.

Ability to make topographical surveys and prepare reports.

Ability to maintain records, prepare reports, and compose correspondence related to the work.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Working Conditions

None

Physical Requirements

None

Education

Possession of a bachelor's degree in landscape architecture.

Experience

Landscape Design Manager 14

Five years of professional experience equivalent to a Landscape Designer, including three years equivalent to a Landscape Designer P11, two years equivalent to a Landscape Designer 12, or one year equivalent to a Landscape Design Specialist 13.

Landscape Design Manager 15

Six years of professional experience equivalent to a Landscape Designer, including three years equivalent to a Landscape Designer 12, two years equivalent to a Landscape Design Specialist 13, or one year equivalent to a Landscape Design Manager 14.

Special Requirements, Licenses, and Certifications

None

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LANDESMGR

Job Code Description

LANDSCAPE DESIGN MANAGER

Position Title

Landscape Design Manager-3

Landscape Design Manager-4

Position Code

LNDSMGR3

LNDSMGR4

Pay Schedule

NERE-117

NERE-118

JZ

09/09/2018