UNIVERSITY OF RHODE ISLAND
Position description

TITLE: University Landscape Architect

DIVISION: Administration (Capital Planning & Design)

REPORTS TO: Director of Capital Planning and Design

GRADE: 13

SUPERVISES: A/E Consultants, student employees

BASIC FUNCTION

Plan and direct the design of landscaping, streets, walkways, exterior site furnishings, and environmental engineering features of the University campus.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assist the Director of Capital Planning & Design with project site selection recommendations and approvals from the appropriate University committees.

Develop schematic studies and general landscape design concepts for the University master plan as requested by the Director.

For major landscape projects, prepare Request for Proposal documents for outsourced architectural/engineering services consultants and manage the selection process. Assist the Director with interviews and presentations to the State of Rhode Island A/E/C Services Selection Committee.

Manage the design phase services of outside consultants for major landscape works, including road works, walkways, and parking lot projects. Direct the design process including meetings, budgets, schedules, and the documentation of decisions. Coordinate planning and design decisions with University administrators, service staff, and building committees involved with the process.

Supervise the design work of consulting environmental engineers to ensure compliance with RIDEM regulations and the University’s environmental goals.
Oversee the Leadership in Energy and Environmental Design (LEED®) site design considerations of projects and provide leadership in promoting sustainable campus architecture as an exemplary and integrated part of the University learning community.

For landscape projects of limited scope, produce designs and documentation for execution by URI’s Facilities Operations. Prepare landscape plans, plant selections and schedules, cost estimates, specifications, construction drawings, and other necessary documents for the completion of these exterior projects.

Conduct periodic field reviews of landscape projects under construction.

Prepare and present regular project reports and update appropriate URI directors on the status of projects.

Manage the procurement process for site survey and soils investigation services, including the specification of digital mapping layers and defining the appropriate scope of work. Coordinate with the University’s utility engineer to obtain utilities information for projects.

Assist the campus planner with updating and maintaining the digital campus master plan and campus mapping database.

Prepare computer graphics, renderings, and plans of projects for office presentations and public relations purposes.

Update and maintain the department’s webpage with current landscape project information.

OTHER DUTIES AND RESPONSIBILITIES:

Consult with various organizations regarding implementing University hardscape design guidelines, and related subjects.

Perform other related duties incidental to the work described herein.

LICENSES, TOOLS, AND EQUIPMENT:

Personal computers and printers; word processing, database management, graphics, spreadsheet and scheduling software;
ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor’s degree in Landscape Architecture from an accredited institution; current landscape architectural registration (must have or obtain Rhode Island registration within six months of hire); minimum of five (5) years of experience in progressively responsible roles in landscape architecture, two years of which were as a registered landscape architect; an extensive knowledge of landscape architectural design, surveying and site engineering principles, and construction administration; considerable knowledge of landscape plant materials, methods, and practices; working knowledge of AutoCAD® and other graphical software; working knowledge of spreadsheet and scheduling software; excellent communication skills, both oral and written; excellent interpersonal skills, with ability to work successfully with diverse internal constituents and also with a broad array of external consultants such as landscape architects, engineers, and construction firms; ability to organize, coordinate and supervise support staff.

Preferred: Master’s degree in Landscape Architecture; landscape project design experience with a landscape architecture design firm; university or public agency experience.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.