

Job Code: 100842
Position #: (PSA) (E)
Developed by: TFF, RC
Reviewed by: SG, DLJ
Approved by: LK
Date:01/08, 10/19

UNIVERSITY OF RHODE ISLAND
Position description

TITLE: University Landscape Architect
DIVISION: Administration and Finance (Campus Design)
REPORTS TO: Associate Director of Campus 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 Planning & Real Estate Development and the Associate Director of Campus Design with project site selection recommendations and approvals from the appropriate University committees.

Represent Campus Design and Transportation and Parking Services on key University committees.

Develop schematic studies and general landscape design concepts for the University as requested.

For major landscape projects, prepare *Request for Proposal* documents for outsourced architectural/engineering services consultants and manage the selection process. Assist the Directors with interviews and presentations.

Manage the design phase services of outside consultants for major landscape works, including, but not limited to, 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.

University Landscape Architect (PSA - 100842)
Page 2 of 3

Supervise the design work of consulting environmental engineers to ensure compliance with RIDEM & CRMC regulations and the University's environmental goals.

Working on projects, as prioritized by the Manager of Parking Services and Transportation, work with Transportation and Parking Services to improve transportation and parking conditions for the URI community and code compliance of our Campus.

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 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; AutoCAD; Current Rhode Island landscape architectural registration or ability to obtain Rhode Island registration within six months of hire.

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 Rhode Island landscape architectural registration or ability to obtain Rhode Island registration within six months of hire; Minimum of five years of experience in progressively responsible roles in landscape architecture (two years of which were as a registered landscape architect); Demonstrated knowledge of landscape architectural design, surveying and site engineering principles, and construction administration; Demonstrated knowledge of landscape plant materials, methods, and practices; Demonstrated ability to work with diverse groups/populations; Demonstrated working knowledge of AutoCAD® and/or other graphical software; Demonstrated working knowledge of spreadsheet and scheduling software; Demonstrated strong interpersonal and verbal communication skills; Demonstrated proficiency in written communication skills; Demonstrated ability to work collaboratively with external constituents (i.e., landscape architects, engineers, construction firms, etc.) and, Demonstrated supervisory experience.

PREFERRED: Master's degree in Landscape Architecture; Demonstrated landscape project design experience with a landscape architecture design firm; Demonstrated experience with wetlands delineation/mitigation/creation, transportation projects, and engineering practices in drainage design; and, Demonstrated university or public agency experience.

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