

PARKS DESIGNER II

This is technical and administrative work in the planning and development of state parks. The employee in this class is responsible for assuring that master plans are developed and maintained, and that capital improvements projects are initiated and completed on schedule. Work is performed under the administrative direction of the Parks Design and Development chief and is evaluated through periodic review of the status of assigned projects.

I. SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employee plans work operations to accomplish established goals concerning capital improvement projects.

Organizing and Directing - Employee makes assignments of additional technical assistance for project managers. Employee assigns or reassigns work to overcome individual workload problems.

Budgeting - Employee provides information requested by supervisor for use in capital improvement budget preparation.

Training - Employee provides on-the-job training to personnel.

Setting Work Standards - Employee sets standards on project quality and ensures that work output meets these standards.

Reviewing Work - Employee reviews plans and specifications on the more complex capital improvements projects and periodically reviews the status of all projects underway to assure that schedules are met.

Counseling and Disciplining - Employee informally counsels employees on work related problems. Cases where disciplinary action may be necessary are referred to supervisor often with a recommendation.

Performing Other Personnel Functions - Employee makes recommendations on new hires, merit increases, etc., to supervisor.

II. SCOPE AND NATURE OF WORK SUPERVISED:

Dynamics of Work Supervised - Workload varies periodically as construction funds become available. The establishment or modification of environmental laws may periodically affect work standards or methods.

Variety of Work Supervised - Capital Improvements Program and master planning.

Number of Employees Responsible For – Approximately 3-4.

III. EXTENT OF SUPERVISION RECEIVED: Periodic reviews of unit output are made. Employee receives guidance on priority projects and rearranging of work schedule.

IV. SPECIAL ADDITIONAL CONSIDERATIONS: None

V. RECRUITMENT STANDARDS:

Knowledges, Skills and Abilities - Considerable knowledge of the principles and practices of landscape architecture as applied to parks design. Working knowledge of the State's construction rules and regulations. Ability to review and critique the work of other landscape architects. Ability to plan work operations, maintain workflow, and meet goals and deadlines. Ability to maintain workflow, and meet goals and deadlines. Ability to maintain effective working relationships with other technical personnel in a negotiative process.

Minimum Training and Experience - Graduation from a four-year college or university with a degree in landscape architecture and four years of experience in landscape development work including one year in the design and/or development of parks; or an equivalent combination of training and experience.