



NEWPORT NEWS, VA
CITY OF OPPORTUNITY

JOB DESCRIPTION LANDSCAPE PLANNER PLANNING

Human Resources Department
700 Town Center Drive, Suite 200
Newport News, VA 23606
Phone: (757) 926-1800
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GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position performs a variety of assignments in support of preparing and reviewing site and landscape plans. Reports to Manager of Current Planning.

ESSENTIAL JOB FUNCTIONS

Coordinates and reviews landscaping site plans and designs to ensure compliance with city zoning ordinance and site regulations, design specifications and standards; coordinates a review of design recommendations; prepares landscape plans including concept, design, cost analysis, bidding, award and installation.

Coordinates with city departments and developers regarding questions dealing with site layout and design. Supports planning staff in the preparation of reports and changes to design development and landscaping regulations.

Performs field survey site inspections on existing and proposed construction; compiles site information and maintains database of plant material for commercial sites; prepares reports and supporting graphic display materials; coordinates with Department of Engineering site inspectors.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City's Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- Planning - Knowledge of principles, practices and techniques of landscape designs and architecture, botany and site layout.
- Technology - Knowledge of general office equipment and personal computers to include geographic information systems, AutoCAD, word processing, spreadsheet, and related software.

REQUIRED SKILLS

- Interpersonal Relationships/Customer Service - Develops and maintains cooperative and professional relationships with employees and the public. Effectively handles inquiries, complaints from or disputes with customers.

- Time Management - Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

REQUIRED ABILITIES

- Critical Thinking - Using logic and reasoning to understand, analyze, and evaluate complex situations and research information to identify the strengths and weaknesses of alternative solutions, conclusions or approaches.
- Judgement/Decision Making - Ability to use logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions.
- Communication -Excellent ability to listen and understand directions, information and ideas presented through spoken word or writing. Ability to handle a variety of customer service issues with tact and diplomacy and in a confidential manner.

EDUCATION AND EXPERIENCE

Landscape Planner - Bachelor's degree in Landscape Architecture, Urban Design or Horticulture with an emphasis on Landscape Design and 1-3 years experience, or an equivalent combination of education and experience.

ADDITIONAL REQUIREMENTS

An acceptable general background check to include a local and state criminal history check and a valid driver's license with an acceptable driving record.

PHYSICAL REQUIREMENTS

- Requires the ability to exert light physical effort in sedentary to light work.
- Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
- Tasks may involve extended periods of time at keyboard or work station.

SENSORY REQUIREMENTS

- Some tasks require the ability to perceive and discriminate depth, texture, and visual cues or signals.
- Some tasks require the ability to communicate orally.

ENVIRONMENTAL EXPOSURES

Essential functions are regularly performed without exposure to adverse environmental conditions.