



NEWPORT NEWS, VA  
CITY OF OPPORTUNITY

JOB DESCRIPTION  
**LANDSCAPE PLANNER**  
(ADMINISTRATION DIVISION)  
PARKS, RECREATION AND TOURISM

Human Resources Department  
700 Town Center Drive, Suite 200  
Newport News, VA 23606  
Phone: (757) 926-1800  
Fax: (757) 926-1825

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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, to include the preparation of detailed specification writing Reports to the Landscape Planner II, Recreation and Tourism. This position may serve as a lead worker.

### **ESSENTIAL JOB FUNCTIONS**

Assists with the procurement and management of contracted landscape services, to include landscape installation and maintenance; and arboricultural and pest management services for City-wide sites; prepares bid packages. Maintains appropriate records and monitors budgets for all annual contracting; ensures proper supervision of contractors and work zone safety measures are properly followed.

Designs, coordinates and reviews landscaping site plans for a variety of City locations and parks; ensures compliance with applicable city zoning ordinance and site regulations, design specifications and standards; coordinates a review of design recommendations as appropriate; prepares landscape plans and GIS maps including concept, design, cost analysis, bidding, award and installation.

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

Performs field survey site inspections on existing and proposed improvements; compiles site information; prepares reports and supporting graphic display materials using a variety of software. Monitors sites to ensure effective upkeep and maintenance; 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** - Comprehensive knowledge of principles, practices and techniques of landscape designs, installation, ornamental plants, green industry best practices, and site layout.
- **Plan Reading** - Ability to read and interpret maps, blueprints, landscape designs, contractual specs and technical drawings.

- Customer Service - Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

## **REQUIRED SKILLS**

- Computer Skills - Utilizes a personal computer with GIS and AutoCad, landscape design, word processing, spreadsheet, digital photography, and related software to effectively complete a variety of administrative tasks with reasonable speed and accuracy.
- 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**

- 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, diplomacy and in a confidential manner.

## **EDUCATION AND EXPERIENCE**

Bachelor's degree in Landscape Architecture; Urban Design, Horticulture, Botany, Environmental Science or any Earth/Physical Science; and 5-7 years of experience, or an equivalent combination of education and experience. Experience with an emphasis on Landscape Design and related horticulture, grounds maintenance or pesticide applicator certification is preferred.

## **ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check, sex offender registry check and a valid driver's license with an acceptable driving record.

## **PHYSICAL REQUIREMENTS**

- Tasks require the ability to exert moderate physical effort in light to medium work.
- Some combination of climbing, lifting, pushing and/or pulling of objects and materials of moderate weight.
- May involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 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

Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, weather, fumes, temperature and noise extremes, hazardous materials, machinery, vibrations, traffic hazards, toxic agents, animals/wildlife, water hazards, disease, or pathogenic substances.