



PEC+ Job Description

Job Title: Landscape Designer 1	Exempt/Nonexempt: Exempt
Reports to: Senior Landscape Architect → Director of Landscape Architecture	Department: Studio 360
Date: 4/10/2019	Prepared by: Human Resources

Position Overview

Position will assist with landscape and hardscape design for residential communities, office developments, commercial projects, private estates, hotels and resorts, schools and parks. This position requires entry-level proficiency and basic knowledge and understanding of all job responsibilities while taking/following direction of senior staff.

Qualifications & Skills:

- Bachelor’s or Master’s Degree of Landscape Architecture
- 0-1 year experience in Landscape Architecture
- Strong verbal, written and graphic communication skills
- Ability to think both conceptually and critically
- Strong work ethic and positive attitude
- Effective time management skills
- Basic understanding of principles of design
- Basic knowledge of Southeastern plant materials both native and ornamental
- Basic knowledge of building materials and products
- Basic proficiency with computer software Including AutoCAD, Civil 3D, Land FX, Sketchup, Excel and Adobe Suite

Principal Skills and Responsibilities (Essential Functions):

- Basic understanding of how to assist in the creation of design documents associated with site analysis, conceptual design, schematic design and design development
- Basic understanding of how to assist with preparation of presentation materials
- Attend meetings and take meeting minutes
- Basic understanding of how to assist in the production of construction documents including hardscape plans, layout plans, grading plans, lighting plans, hardscape details, specifications and planting plans
- Work within the constraints of project schedules
- Effectively manage time and meet multiple concurrent deadlines for tasks
- Basic understanding of how to assist with the production of documents required to obtain necessary permits





- Attend field observation site visits and assist in preparation of field reports and punch lists
- Coordinate and collaborate with other departments

Supervision Received:

- Senior Landscape Architect
- Director of Landscape Architecture

Supervision Exercised:

- None for this position

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