

PART I

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Class Specifications for the:

LANDSCAPE ARCHITECT SERIES

Series Definition:

This series includes all classes of positions the duties of which are to perform professional work in physical land planning, design and maintenance.

Landscape architecture involves the analysis of land characteristics, operational requirements, land usage, and commensurate land values and includes the efficient correlation of ground and water forms, plant forms, structures, roads and walks to serve esthetic, functional, economic and other interrelated purposes. In addition to professional landscape architecture planning and design ability, positions in this series require general knowledge of the allied fields of architecture and engineering, and the biological sciences of agronomy, plant ecology, horticulture and botany as they affect land development.

The landscape architect seeks to obtain the most functional, economical and esthetic results in physical land planning.

Although all positions require a basic knowledge of landscape design, some positions require specialized supplemental knowledge of various functional requirements for such facilities as recreation and park areas, roads, airports, public buildings and public areas. However, this supplemental knowledge does not substantially alter the ability to design or the basic knowledge required, which is readily transferable from one assignment to another.

The level of difficulty and responsibility of a landscape architect position depends largely upon the following classification factors: scope and difficulty of the landscaping projects that are assigned; nature of available guidelines for performance of the work and judgment required in applying them; originality required; nature and purpose of personal contacts maintained with others; nature of supervisory control exercised over the work, which reflects the extent to which the landscape architect's technical judgment is relied upon without detailed review; nature and scope of recommendations, decisions, commitments and conclusions; nature and extent of supervisory responsibility for the work of other employees; and qualifications required.

LANDSCAPE ARCHITECT IV

8G.301

Duties Summary:

Independently prepares professional landscaping plans and designs on conventional landscape architectural assignments for the development, beautification and rehabilitation of ground areas surrounding public buildings, parks and other recreational areas, and for erosion control purposes; may direct activities of a plant nursery; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for independently preparing the full range of professional landscaping plans and designs on conventional landscaped areas which typically consists of work similar to that previously done in the organization for the development, beautification and rehabilitation of ground areas, and for erosion control purposes.

Examples of Duties:

Prepares professional landscaping plans and designs for the development, beautification and rehabilitation of ground areas surrounding public buildings and other areas, and for erosion control purposes; prepares maps, sketches, working drawings and construction plans for landscaping and erosion control purposes; develops methods of preserving and utilizing natural features of soil, vegetation, light and shade consistent with climatic conditions in the planning of projects; recommends beautification projects for ground areas; directs the construction of grounds, roadways, walks, fences and benches; reviews and recommends plant plans for areas and roadside improvements including grading, filling, sloping, seeding and sorting; plans and directs activities of a plant nursery; directs the general grounds maintenance program; develops grounds maintenance operational practices and procedures, including pest and disease control; directs the maintenance of records and preparation of reports on operational activities; evaluates sites as to functional, social and physical requirements in relation to topography, climate and relationships to social environment; prepares and submits reports, contracts and correspondence.

Knowledge of: Principles and practices of landscape architecture, topographic mapping, soil mechanics, erosion control, horticulture, plant ecology and plant, tree and shrubbery arrangements; the propagation, planting and general care of plants, flowers, shrubs, trees and lawns; plant diseases and pests and methods of eradication and control of same; general architectural and building construction; procedures and practices used

in the preparation of engineering and architectural plans, specifications, estimates and reports, practices and procedures on the safe use of equipment and work methods.

Ability to: Prepare landscaping plans and designs on conventional projects and for erosion control purposes; direct construction of landscaping projects; arrange plants and shrubs in landscape to obtain the best effects; maintain effective relationships with others; prepare operational reports; issue clear and concise oral and written instructions.

LANDSCAPE ARCHITECT V

8G.302

Duties Summary:

Prepares professional landscaping plans and designs for the development, beautification and rehabilitation of ground areas primarily around public buildings, parks or highways which deal with the full range of work with primary emphasis on the advanced aspects of landscape architecture such as originality of design, multiple-use concepts, and erosion control; participates in and provides technical consultation for the development of landscape plans that are contracted out; and performs other related duties as assigned.

Distinguishing Characteristics:

Landscape Architect V positions are typically of 2 general types:

1. The Landscape Architect is responsible for developing master landscape development plans for its area(s) of concern such as public buildings, State parks, etc., which deal with advanced aspects of landscape architecture such as those that involve multiple-use concepts. A position of this type also develops statewide standards, specifications and work plans/timetables for landscape projects and reviews all design plans for capital improvement and maintenance projects affecting facilities under the jurisdiction of this position. Work is performed in accordance with federal, State and county requirements.

Responsibilities of a Landscape Architect of this type include: continuing liaison with a contact person to coordinate and plan the landscape plans within the assigned area and to evaluate the effectiveness of the work performed; exercising control over the quantity and quality of service provided by workers in the unit and providing professional guidance in the process. In addition, a position of this type is responsible for planning, directing, coordinating and implementing the activities of a grounds maintenance crew through subordinate supervisors.

2. The Landscape Architect is responsible for defining goals, developing, clarifying, evaluating and monitoring master landscape plans on a statewide basis for its area(s) of concern. Work is characterized by participating in and providing technical consultation for the development of landscape plans that are contracted out. A position of this type also develops statewide standards, specifications and work plans/timetables for landscape projects and reviews all design plans for capital improvement and maintenance projects affecting areas under the jurisdiction of this position. Work is performed in accordance with federal, State and county requirements.

Both types of positions in this class maintain personal contacts with federal, State and/or county officials, departmental officials and employees and other interested groups and individuals.

Positions in this class perform work under general administrative direction and in accordance with current program objectives. Results are reviewed for compliance with directives and decisions and are not usually questioned on a technical basis.

Examples of Duties:

Type 1 positions: Prepares professional landscaping plans and designs for the development, beautification and rehabilitation of ground areas surrounding public buildings, parks and other recreational areas, and for erosion control purposes; develops land areas for optimum landscape management in consonance with multiple-use concepts; reviews landscape design plans with regards to plant maintenance and irrigation; oversees nursery operations; develops, reviews and enforces work standards and schedules; reviews existing standards and specifications and develops new standards and specifications for all capital improvement and maintenance projects performed by private contractors; prepares contract specifications for grounds maintenance and tree trimming; participates in preconstruction and final acceptance inspections; enforces contract compliance; processes billing documents and invoices and forwards same to supervisor; prepares the operating budget and expenditure plans for the maintenance and rehabilitation activities of assigned public grounds; receives, reviews and responds to correspondence, memoranda, reports and other written documents pertaining to grounds maintenance and landscaping activities within the jurisdiction of the position.

Type 2 positions: Develops and updates the landscape master plan for assigned area of responsibility; prepares professional landscaping plans and designs for the development, beautification and rehabilitation of ground areas surrounding public

buildings, highways, parks and/or other recreational areas; develops project plans, specifications and cost estimates; reviews and evaluates plans submitted by consulting architects for conformance with departmental policies and standards; develops land areas for optimum landscape management in consonance with multiple-use concepts; provides technical assistance to others on landscaping matters; develops, revises and recommends policies, procedures and guidelines for assigned area of responsibility; prepares landscape budgetary and expenditure requirements for improvement and maintenance programs.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower level, this class requires:

Knowledge of: A thorough knowledge of principles, practices, methods, procedures and techniques of landscape architecture, soil mechanics, erosion and topographic mapping; general horticulture and plant ecology, the propagation, planting and general care of plants, flowers, shrubs, trees and lawns; principles and practices of supervision, as necessary.

Ability to: Prepare landscaping plans and designs which involve advanced aspects such as multiple-use concepts; statewide standards and specifications for landscape projects; develops standards, specifications and cost estimates for projects to be contracted out; inspect areas for conformance with standards, schedules, plans and specifications; provide technical consultation to others; write letters, memoranda and other correspondence; prepare reports, budget requests and program expenditure plans; communicate effectively both orally and in writing.

In addition for Type I positions: The ability to plan, direct and coordinate grounds maintenance and other operational science activities; plan, organize, direct and coordinate the work of others.

LANDSCAPE ARCHITECT VI

8G.303

Duties Summary:

Supervises and coordinates the program functions and activities of a major statewide landscaping program which involves substantial land areas having various considerations and unprecedented factors which may be difficult to reconcile or accommodate; and performs other related duties as assigned.

Distinguishing Characteristics:

This class is distinguished by its responsibility for the coordination of master planning and the preparation of master plan drawings for substantial land areas for optimum land usage. This work includes: (1) investigation, selection and allocation of land uses; (2) preparation, revision and analysis of master plans and detailed production of plans and specifications which may involve unusual or unprecedented design problems taking into consideration the natural, climatic and topographical features as well as the variety of functional uses of the area; (3) design of and/or collaboration with architects, engineers and planners in the design of major land areas and facilities; and (4) coordination with other agencies in construction, rehabilitation and restoration phases to completion. The scope and difficulty of the landscaping projects are considerable and the work is performed in accordance with broad federal, State and county guides and directives, and involves defining the objectives and parameters of the program; planning, developing and evaluating program development functions, activities, policies and guidelines; developing program plans and budgetary requirements; maintaining contacts with representatives of federal, State and county agencies and supervising the work of lower-level landscape architects and/or other professionals.

Examples of Duties:

Supervises the development of master plans for land use and development; designs structures, facilities and landscape features according to contours, natural environment and intended use of specific sites for multiple uses; studies selected land areas and prepares site plans, grading plans and landscape plans; reviews plans for functional, utility and esthetic requirements and special conditions which may apply and recommends approval; collaborates with professional specialists in other design fields in the design and structure of complex architectural, engineering and planning requirements; maintains close liaison with other specialists in the planning for and adaptation of multiple-use concepts, including forest research, wildlife, fisheries, tsunami and flood control, timber management, etc.; studies historical data and develops plans for the rehabilitation or restoration of historic areas; conducts studies of socio-economic factors and land characteristics and capabilities for potential and/or immediate land use development; performs necessary liaison and coordinating work between the department, contract architects, engineers and public interest groups; conducts cost studies, including the preliminary appraisals of land values; supervises other professionals in the planning and designing of substantial land areas; inspects land areas undergoing construction and development for conformance to design specifications and other detailed plans.

Knowledge and Abilities Required:

In addition to those knowledge and abilities required at the lower levels, this class requires:

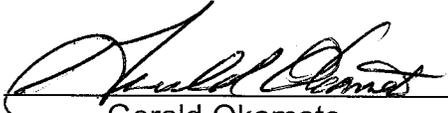
Knowledge of: An extensive knowledge of the principles, practices, methods, procedures and techniques of landscape architecture; general knowledge of allied physical planning fields of architecture, engineering and biological sciences of agronomy, plant ecology, horticulture and botany as they affect or are affected by land development; principles and practices of supervision and management.

Ability to: Apply practices, principles, methods, procedures and techniques of landscape architecture and allied physical planning fields and the biological sciences to the planning, development and design of substantial land areas, major structures and facilities as it pertains to landscape architecture; plan, organize and coordinate work, maximizing all available capabilities and resources in the government or private sectors with full consideration for efficiency, standards and economy to meet critical deadlines; correlate various functional elements and multiple-use adaptations into a cohesive, manageable operation properly related to the environment; communicate effectively; handle advanced landscape architectural problems unique to the State's land situation, socio-economic influences and optimum use objectives; supervise professional and other support staff; communicate effectively both orally and in writing and in gaining the cooperation and enthusiasm of the public through the information and education process; prepare reports and budget requests.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes LANDSCAPE ARCHITECTS IV, V, VI by the Department of Education Civil Service system.

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