POSITION DESCRIPTION

Landscape Designer/Architect

Ed Castro Landscape Mission

For Ed Castro Landscape to become the south’s premier landscape design, construction, maintenance and horticultural services firm. To create gardens of beauty and comfort, coupling excellent customer service. To hire, train, and retain employees that are professionals and demonstrate unparalleled thoroughness and dedication to the highest standards of quality. To offer comprehensive landscape services, and qualifications to guide projects from design concept through construction while ensuring thriving and prolific landscapes.

Position Purpose:

This Landscape Designer/Architect position will be assigned certain responsibilities relating to the management of all projects assigned to them. This entails project objectives, standards, schedules, budgets and design - together with assisting on the monitoring and control of the entire process. The Landscape Designer/Architect also adheres to project budgets, schedules, the project’s accuracy and production.

The Landscape Designer/Architect will prepare sketches, preliminary and full plans, specifications, construction documents and obtain all required site permissions from local authorities necessary for development. This position will require excellent graphics, sketching and rendering talents, working knowledge of landscape architecture design and construction.

Goals:

• Understand process and serve as a key support role within a Design Build firm
• Manage and prioritize projects, schedules, and budgets
• Use of new landscape techniques and material
• Proficiency in AutoCAD
• Education in Landscape Industry – Growth and Development

Reporting:

This position reports to the Design Studio Manager

Key Accountabilities:

• Providing support for Design Consultants on all projects
• Strong Graphics including hand and computer generated, color renderings, details, etc.
• Technical input during the proposal and contract development stage
• Following budget guidelines for each specific job
• Presentation preparation in a timely manner
• Adhering to company standards for all work generated
• Communication with vendors and subcontractors
• Familiarity with industry practices and terminology
• Strong use of plant material suitable for the climate and soils
• Proficiency in grading and drainage
• Working closely with other employees to maintain and improve customer retention efforts
• Minimize the professional liability associated with the project
• Utilize technology to improve the project and departmental efficiency
• Completing thorough and accurate site inventories
• Meeting all deadlines
• Accurate Designs including proper grading plans, layout, material choices, construction methods, etc.
• Preparation of complete sets of Construction Documents
• Ensuring all Design Contract Commitments are met
• Producing project specific construction details
• Proficiency in current versions of AutoCAD and other industry related computer programs
• Knowledge of state and local permitting requirements and ability to create permitting documents to obtain permits

Background, Experience and Knowledge:
• Principles and practices of modern landscape design and architecture.
• Land utilization and development
• Superior written and verbal communication
• Customer relations and communication
• Familiar with Familiar with ECL core business
• Excellent presentation skills
• Computer software including AutoCAD, Microsoft Office/Word/Excel/Outlook, Asset, E-mail and Voice mail proficiencies
• ALCA Standards
• Plant material identification and use
• Job costing and budgeting

Education Requirements:

BS / BA college degree in a related field, and related Design experience. The Landscape Designer/Architect will show willingness and capability of continuing education through workshops, classes, and professional memberships.

Personal Traits – This Landscape Designer/Architect:
• Does homework before making a proposal to top management
• Works effectively with higher management
• Understands higher management values, how higher management operates, and how they see things
• Links responsibilities with the mission of the whole organization
• Has a pleasant disposition
• Can handle criticism and critiques from peers with poise
• Admits personal mistakes openly, learns from them, and moves on to correct the situation
• Relates to all kinds of individuals tactfully, from shop floor to top executive
• When working with peers from other functions or units, gains their co-operation and support
• Masters new work unit knowledge necessary to understand how the business works
• Takes initiative to recommend and implement beneficial new technology
• Hard work and dedication to excellence
• Uses effective listening skills to gain clarification from others
• Can effectively lead an operation from its inception though completion
• Dependability and trustworthiness
• Has an even temperament. Acceptance of unavoidable tension and pressure
• Accepts change as positive

Position Description Updates:

This description will be reviewed on an as needed basis.

Ed Castro Landscape reserves the right to alter the position description with or without notice. This position description is not a contract of employment and does not alter the employment relationship.