

**NEWTON COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: COUNTY LANDSCAPE ARCHITECT
DEPARTMENT: PLANNING AND DEVELOPMENT
REPORTS TO: DIRECTOR

CLASS CODE: 3518
DATE: 11/05

JOB SUMMARY:

Develops, implements, monitors, enforces, and manages all facets of the maintenance of the tree protection and landscaping requirements of the Development Regulations, and assists in other County Projects pertaining to Greenspace and County Property. This position may involve supervision of other employees.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Develop and implement plans, strategies and programs to conserve, preserve and promote the planting of trees and urban forests within the county.

Reviews designs, specifications, plans and other data for proposed residential and non-residential development to ensure compliance with the County Development regulations, trees and landscaping, wetlands, riparian buffers and site lighting.

Prepares proposals for plans to mitigate damage done by unauthorized tree removal, and damage or destruction of buffers.

Performs field inspection to ensure compliance with tree protection and landscape codes, and ensure proper planting techniques are used.

Investigates citizen inquires and complaints, researches problems, makes recommendations, and initiates problem resolution; discusses problem areas with property owners, property managers, and contractors.

Investigate and identify historic and cultural resources, such as cemeteries, and ensures proper protection and preservation of such resources.

Maintains a comprehensive, current knowledge of applicable laws/regulations; interprets code and related ordinances for architects, developers, general contractors, landscape contractors, etc. and advises them toward compliance and discuss tree preservation and landscaping techniques.

Conducts site visits to determine presence and location of natural and historic features.

Recognition and determination of natural environmental features, including wetlands, state waters and stream categorization.

Performs research and provides suggestions, as requested, for amendments or revisions to land development codes.

Provides information and technical expertise concerning code violations and code enforcement issues.

Performs field surveys to ensure compliance with plans and applicable codes and regulations.

Attends meetings and/or public hearings as representative of the Department.

Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training seminars in the tree protection and landscape field.

Develop and present education information and brochures, projects, evaluations and recommendations to neighborhood groups, Commissioners, developers and other local and state government agencies.

Organize and lead a Tree Commission or Tree Board.

Collects, compiles and analyzes technical data gathered from various sources.

Assists in the development of long-range planning, which can include project research, updates to ordinances and development of programs and presentations.

Prepares correspondence and maintains files and records regarding activities undertaken.

Performs other related duties as assigned.

MATERIAL, SOFTWARE AND EQUIPMENT USED

Personal Computer, Accela , MS Word, MS Excel, MS Access, GISMO, Internet Explorer, PowerPoint, Adobe Illustrator, InDesign graphics, ArcView, MapTouch, A/V Equipment, Two-way radio, Typewriter, Copy Machine, General Office Equipment, Calculator, Adding Machine.

MINIMUM QUALIFICATIONS REQUIRED

All candidates to fill a vacant position in this classification must submit to and pass a drug-screening test after meeting the following requirements.

Education and Experience:

Bachelors degree from an accredited college or university in, forestry, horticulture, arboriculture, environmental design, landscape Architecture, or other related field; and,

One to three years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Valid State Driver's License.

Arborist Certification within one year of accepting the job.

NPDES Certification within one year of accepting the job.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

Applicable Federal, State, and local laws and regulations.

Extensive knowledge of the principles and practices of landscape architecture, urban forestry management, and arboricultural techniques.

Knowledge of erosion and sediment control BMP's.

Comprehensive knowledge of native, non-native, invasive and nuisance trees, shrubs and plants including soil composition, irrigation, fertilization, growth patterns, maintenance and plant communities.

Knowledge of silvicultural (forestry) techniques and BMP's.

Knowledge of diseases and parasites detrimental to trees and appropriate treatments.

Knowledge of historic sites and preservation practices and treatments.

Skill in:

Operation of computers and other office equipment. Use of computer graphic programs for educational materials and presentations.

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Mental and Physical Abilities to:

Analyze data obtained and present ideas and findings clearly and concisely in both oral and written form as well as in design plans.

Interpret laws, regulations, goals and objectives effectively to County officials, developers and the general public.

Establish and maintain effective working relationships with office personnel, County officials, and members of other governmental and private agencies.

Prepare concise and accurate technical reports.

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Hearing ability sufficient to understand conversational tones and respond to telephone ringers.

Hearing ability sufficient to recognize changes in sounds made by machinery, equipment, or motors.

Vision ability sufficient to see shapes and outlines of objects both near and at a distance; depth perception and color recognition required.

Vision ability to see and interpret typed documents and computer screen at close range.

While performing the essential functions of this job the employee is regularly required to walk indoors and outdoors, sit at desk and in vehicle or equipment, stand for long periods of time, reach with hands and arms; bend, crawl, crouch, kneel, stoop, and stretch.

While performing the essential functions of this job the employee is not regularly required to move or lift objects greater than 10 pounds.

Working Conditions:

While performing the essential functions of this position the employee is regularly exposed to outdoor weather conditions, especially in hot and cold temperatures, humidity, rain, and sun. Requires extensive walking over rough terrain.

The incumbent's working conditions are typically quiet.

file: arborist

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.