

## **Associate Structure/Landscape Designer, Public Works - (1701155)**

### **About the Department**

The Department of Public Works is responsible for delivering capital improvement projects for a wide variety of City facilities and infrastructure, maintaining City facilities and fleet assets, facilitating, and regulating development activities, and providing animal care and services.

The department is committed to high-quality service, collaborating with the community, and providing an excellent environment in which to work. We strive to constantly demonstrate the City values of Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration, and seek employees who do the same.

### **Positions & Duties**

The City Facilities Architectural Services Division of the Public Works Department provides professional Architectural, Landscape Architectural, and Engineering services to all departments in the City of San Jose. The division is responsible for full-service project management - from design through construction administration for a wide range of City capital improvement projects from minor to major - park, trail, fire station, community center, and library buildings, as well as complex engineering projects. The division workload is about 100 active projects assigned to a staff of approximately forty professionals. Each staff member reports to a Senior Landscape Architect, Senior Architect, Senior Civil Engineer, or Senior Mechanical Engineer.

The CFAS Division is currently seeking to fill multiple Associate level positions to perform professional landscape architectural and architectural work of moderate difficulty for all capital improvement projects. Professional licensing is desirable but not required (premium pay of 1.5% is available for licensed employees). All Associate level positions will be working under the supervision of a Senior Architect, or a Senior Landscape Architect.

### **Key Responsibilities:**

Duties may include, but are not limited to, the following:

- Develops general guidelines, design elements, definition of necessary facilities and improvements, and analyses of all relevant factors in developing and constructing building and/or landscape improvements both now and in the future. Produces written documents for Council review and approval.
- Provides sketches, drawings, construction documents, specifications and reports necessary for a contractor to bid on and accurately build a variety of municipal improvements such as buildings, parks, playgrounds, pedestrian walkways and malls.
- Coordinates details, paperwork, workloads of office personnel, meetings, decision making, cost analysis and estimates necessary to take a project from project definition through design, public bidding and construction, to completion of the project.
- Coordinates improvement projects with other departments, flood control districts, school districts, concerned community groups and individuals and other entities and agencies.
- Provides analysis and estimates cost implications of construction, bidding, staff time costs and change orders.
- May plan, assign, direct and evaluate the work of other professional and sub-professional employees on landscape and architecture projects.
- Performs other duties of a similar nature or level.
- Analyzes field data and prepares drawings and specifications to conform to establish requirements for municipal projects.
- Reviews designs prepared by consultants to ensure conformity to project requirements, building codes and ordinances.

- Manages construction projects to ensure conformance to project requirements.
- Prepares all documents required by various departments within the City related to project information.
- Suggests design changes or improvements necessary to municipal projects.
- Provides contract administration for municipal projects for conformance to City rules and regulations.
- Designs office layout for moves and/or re-design of various departments within City office buildings to achieve more efficient utilization of space and equipment.
- Maintains easily available records of drawing and specifications to further develop existing facilities to meet future needs.
- Provides consultation to other departments and divisions for advice on ongoing or contemplated problems such as choice and use of materials, current requirements for ADA accessibility and California Building Code requirements.
- Trains and directs the work of sub-professional employees involved in municipal projects to provide the necessary technical advice and direction in executing work schedules.
- Consults with architects, landscape architects, engineers, contractors, community groups and other City departments in conjunction with the programming and design and construction of municipal projects.
- Understands the design needs of municipal facilities.
- Prepares and coordinates consultant agreements.
- Prepares reports and Council memos for City projects.
- Provides direction to building inspectors on assigned projects.
- Coordinates the work of consultants to produce a complete project, both in-house and private.

The ideal candidate will possess a high level of professionalism, excellent customer service skills and a strong work ethic. The position requires excellent judgment, initiative, perseverance, integrity, organizational skills, flexibility, and written and verbal communication skills. The ideal candidate must have extensive experience in the delivery of capital improvement projects.

#### **Competencies:**

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

**Job Expertise:** Demonstrates knowledge of and experience with applicable codes, ordinances and permits governing design and construction of municipal capital improvement projects, performance of architectural/landscape architectural research, analysis of results and development of appropriate recommendations; Citywide and departmental procedures/policies; and federal and state rules and regulations. Possession of a valid professional registration/certificate as a licensed Architect or Landscape Architect issued by the State of California is highly desirable.

**Communication Skills:** Communicates and listens effectively and responds in a timely, effective, positive, and respectful manner; written reports and correspondence are accurate, complete, current; well-organized, legible, concise, neat, and in proper grammatical form.

**Customer Service:** Demonstrates the ability to anticipate customers' needs and deliver services effectively and efficiently using professional demeanor.

**Project Management:** Ensures support for projects and implements agency goals and strategic objectives.

**Reliability:** Completes quality work assignments in a timely and efficient manner; fulfills responsibilities and maintains confidentiality as appropriate.

**Change Management:** Demonstrates support for innovation and for organizational changes needed to improve the organization's effectiveness; facilitates the implementation and acceptance of change within the workplace.

**Initiative:** Exhibits resourceful behaviors toward meeting job objectives; anticipates problems, is proactive, and avoids difficulties by planning ahead; displays willingness to assume extra responsibility and challenges; pursues continuing education opportunities that promotes job performance.

**Leadership:** Leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, allowing others to learn from mistakes; provides motivational supports and direction.

#### Qualifications

##### **MINIMUM QUALIFICATIONS:**

Any combination of training and experience equivalent to:

**1. Education:** A Baccalaureate Degree from an accredited college or university in Architecture, Landscape Architecture, or closely related field.

**2. Experience:** Three (3) years of increasingly responsible work experience in the field of Architecture, Landscape Architecture, or closely related field.

**3. Acceptable Substitutions:** Acceptance by the State of California for professional registration testing may be substituted for the degree requirement. Proof of acceptance must be provided at the time of application.

**4. Certification or License:** Possession of a valid California driver's license.

**5. Employment Eligibility:** Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San Jose will not prepare or file a labor condition application with the Dept. of Labor.

##### **SELECTION PROCESS:**

The selection process will consist of an evaluation of the applicant's training and experience based on the application, resume, and answers to the job-specific questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews - one of which may include a practical/writing exercise. Please attach a current resume as part of your application submission.

You will be prompted to answer the following job-specific questions during the online application process. Please note that there is a 4,000-character limit, including spaces, for each text response.

1. Please describe your experience with desktop publishing or computer aided drafting software, including what types of software you have used and the projects you have prepared.
2. In capital project delivery, we do "in-house" work and we also hire consultants to do work for us. Tell us your experience in leading a team with both internal and external team members. If you have not led a team, tell us what your approach would be in doing so.
3. In the form of a Cover Letter briefly describe your experience in the following areas:
  - a. Planning and design of buildings/parks/trails projects
  - b. Preparation, management and administration of construction and/or consultant agreements
  - c. Managing projects, budgets, and schedules
  - d. Working in a team to achieving a common goal

You must answer all job-specific questions in order to be considered for this vacancy or your application will be deemed incomplete and withheld from further consideration.

If you have questions about the duties of these positions, the selection or hiring processes, please contact My Nguyen at [my.t.nguyen@sanjoseca.gov](mailto:my.t.nguyen@sanjoseca.gov).

**Additional Information**

Link to Benefits page: <http://www.sanjoseca.gov/index.aspx?NID=707>

Link to Public Works website: <http://www.sanjoseca.gov/index.aspx?NID=208>

The application deadline is 11:59 PM, August 1, 2017 on the final filing date. Please allow adequate time to complete the application and submit before the deadline or the system may not save your application. If your online application was successfully submitted, you will receive an automatic confirmation email to the email address you provided. IF YOU DO NOT RECEIVE THE CONFIRMATION, please email [CityCareers@sanjoseca.gov](mailto:CityCareers@sanjoseca.gov) and we will research the status of your application. Please contact Human Resources at (408) 535-1285, or [Human.Resources@sanjoseca.gov](mailto:Human.Resources@sanjoseca.gov) if you have any questions.

**Job:** Engineering Architectural

**Schedule:** Full-time

**Employee Status:** Regular

**Job Type:** Standard

**Posting Date:** Jul 13, 2017

**Closing Date:** Aug 1, 2017

**Minimum Salary:** 88,633.65 Yearly

**Maximum Salary:** 112,234.33

**Bargaining Unit 1:** Association of Engineers and Architects