



Job Description

TITLE: Experienced Landscape Architect
STUDIO: New York Studio
REPORTS TO: Principal
LOCATION: New York

JOB PURPOSE/OBJECTIVE:

To manage projects and design teams of two to three people, while collaborating with the internal studio team and external consultants through the production of a variety of planning, landscape architecture and urban design projects.

JOB RESPONSIBILITIES:

The job responsibilities include but are not limited to the following:

- Manage projects and design teams in the preparation and production of plans, design drawings, renderings and construction documents with the guidance from studio leaders within the following stages of design to include:
 - Vision Planning
 - Master Planning
 - Site Design
 - Conceptual Design
 - Schematic Design
 - Design Development
 - Construction Documentation
 - Construction Observation
- Gather data and assist in project analysis
- Determine data collection methods and conduct site analysis and research
- Perform limited technical studies and investigations for a variety of conditions present at project sites
- Attend nursery and site construction observation visits in support of senior design team members
- Develop reports and project presentations for clients and consultants
- Write project correspondence and meeting minutes
- Write reports, technical memorandum and project related correspondence
- Aid with management of clients and project teams (both internal and external) on a daily basis
- Attend to project management related activities, such as supporting the studio leader in reviewing labor summaries and other project related metrics and share information as needed with the project teams
- Assist in the training of newly hired employees
- Assist in planning/design workshops
- Write proposals for potential projects

- Develop and maintain a list of contacts, and correspond with them regularly for business development efforts
- Manage project teams on a daily basis
- Manage project schedules and budgets
- Evaluate team's work for quality control and technical competency of produced work
- Travel to project sites for meetings and workshop with clients and consultants
- Participate in the local chapter of the American Society of Landscape Architects and other similar professional or civic organizations
- Perform other duties as requested related to projects, business development or office efforts

QUALIFICATIONS:

REQUIRED:

- Bachelor's or Master's Degree in Landscape Architecture or a relevant design field
- A minimum of 5 years experience in landscape architecture or a relevant field
- Licensed Landscape Architect (active status)
- Strong hand graphic skills
- Strong design skills
- Ability to write technical documents and correspondence
- Proficient in AutoCAD and Adobe Photoshop, Illustrator and InDesign
- Working knowledge of Microsoft Office Suite
- Fluent in English; speaking, reading and writing
- Ability to travel as needed

DESIRED:

- Experience with SketchUp
- Bilingual, preferably in Mandarin or Spanish
- Ability to collaborate successfully with a team
- Strong critical thinking and problem solving skills
- Strong communication skills
- Strong organizational skills
- Positive attitude
- Act with accountability
- Strong interest in learning and growth
- Ability to engage in the businesses
- Ability to set goals and achieve them
- Act as a unique, independent thinker and have the ability to communicate thoughts and ideas clearly
- Demonstrate leadership qualities
- Use good judgement

HOW TO APPLY:

TO APPLY, PLEASE SUBMIT THE FOLLOWING INFORMATION in a pdf format to the link below:

<https://edsaplan.slideroom.com/#/Login>

Cover letter, resume and transcript (transcript does not need to be official) as the first pages of your portfolio. Portfolio work samples must include: a. Projects that range from conceptual drawings to detailed design at a variety of scales, including master plans to details

b. Conceptual hand sketches, samples of hand lettering and art work

c. Computer graphics utilizing the latest software applications

Two (2) reference letters from professors or previous employers. For each work sample, please provide a brief project description, and identify your role if it was a team project.

Work samples in addition to those listed above are welcome.

HUMAN RESOURCES USE ONLY

FSLA STATUS: Exempt
JOB CATEGORY: Professional
DATE: August 4, 2017