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<b>TITLE:</b>	<b>LANDSCAPE DESIGNER PLANNER</b>
<b>DEPARTMENT:</b>	Planning and Design
<b>REPORTS TO:</b>	Deputy Executive Director
<b>SUPERVISES:</b>	N/A
<b>CLASSIFICATION:</b>	Full Time
<b>ANNOUNCEMENT DATE:</b>	November 20, 2017
<b>CLOSE DATE:</b>	January 15, 2018
<b>PREFERRED START DATE:</b>	Immediate

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#### **POSITION SUMMARY:**

The Landscape Designer Planner will help support Buffalo Niagara Waterkeeper's mission and goals by working as part of a team under direct supervision to undertake all aspects of site planning, development, design, and implementation of public access, natural resource, upland and aquatic restoration projects. Responsibilities of this position include conducting site analysis, developing conceptual through final technical design plans, participation in construction oversight activities, and production of proposals, reports, and presentation materials. In addition, the Landscape Designer Planner will assist in duties related to grant development, marketing, and public outreach through the design and production of graphics or other marketing collateral materials. The focus of these efforts will promote and enable waterfront and watershed revitalization projects that increase habitat diversity, restore connectivity, expand public access and awareness, promote green stormwater management, and encourage sustainable development within the Niagara River watershed.

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#### **PRIMARY RESPONSIBILITIES:**

- Assist with the development of accurate base maps and produce conceptual design through final bid documents for site specific restoration projects - production tasks to include schematics, layout, grading, drainage, utility and landscape plans, specifications, cost estimates, and supporting graphics.
- Participate in pre-construction site evaluation, construction inspection and oversight, and post-construction monitoring.
- Collaborate on all aspects of preliminary through final waterfront and watershed planning and design projects as directed.
- Assist with the development of site programming plans and maintenance schedules.
- Develop and design collateral materials consistent with the organization's brand (graphics, flyers, web content, publications, etc.) to advance Waterkeeper's projects and programs, outreach and community engagement initiatives, and various marketing and fundraising campaigns on an as needed basis.
- Assist in data collection, graphic development, grant writing, and proposal production as necessary.

- Perform technical studies and data interpretation related to watershed management investigations, community and regional planning efforts, and other natural and cultural resource assessments.
- Record activities, write reports, and produce briefing memos as needed.
- Apply and evaluate green infrastructure methodologies for stormwater management.
- Assist management with tasks including obtaining municipal and regulatory agency approvals and permits, coordinating studies and curating reports, correspondence with consultant teams and contractors, package preparation, bid development, and project documentation.
- Attend public information and community development meetings including some nights and weekends when necessary.
- Communicate Waterkeeper's mission and goals with the public, agencies, contractors, and partners, as applicable.

#### **ENVIRONMENT AND WORKING CONDITIONS:**

Approximately one-third of the position's time will be spent in the field and two-thirds of the time in the office but this can vary seasonally based on project needs. Travel within the Niagara River watershed is required. Some weekend and evening work may be necessary but is generally limited.

#### **QUALIFICATION REQUIREMENTS:**

- Five-year accredited professional degree, Bachelor of Landscape Architecture required.
- Strong graphic development and illustration skills.
- Excellent visual, verbal, and written communication skills.
- Must be self-motivated, possess an adaptive skillset, and strive for continued professional development.
- Passion for Great Lakes and water resource protection - comfortable interacting with water in a variety of professional and recreational endeavors, including but not limited to paddling, boating, and wading.
- Ability to work in a multi-disciplinary environment with extensive cross-team collaboration.
- Positive attitude and ability to manage multiple tasks and projects simultaneously.
- Must possess a valid driver's license and a reliable automobile.

#### **TECHNOLOGY REQUIREMENTS:**

- Proficient in Autodesk AutoCAD and Microsoft Office (Word, Excel, PowerPoint, and Outlook).
- Mastery of Adobe Creative Suite for use in creation of maps, annotated-graphics, and publication materials.
- GIS skills a plus.

**PHYSICAL AND MENTAL REQUIREMENTS:**

Must be capable of:

- Conducting field work, carrying equipment, and completing other activities in difficult terrain during adverse weather conditions.
- Maintaining a high engagement level.
- Performing multi-faceted projects in conjunction with day-to-day activities.

**COMPENSATION:**

Annual salary range is \$31,200 - \$37,440, commensurate with experience. A robust benefits package is included with this position and the details of this package will be discussed with the final candidates.

Buffalo Niagara Waterkeeper is an equal opportunity employer and does not discriminate on the basis of race, national origin, religion, color, gender, sexual orientation, age, non-disqualifying physical or mental disability, or any other basis covered by law. Employment decisions are based solely on qualifications and business need.

**METHODS OF APPLYING:**

NO PHONE CALLS, PLEASE! Apply by mailing or emailing a cover letter, resume, and portfolio. **PLEASE INCLUDE THE POSITION TITLE in the subject line of the email or the cover letter, if mailed.**

Monica Lippens, Senior Administrative Coordinator  
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**Application Deadline: Sunday, December 10, 2017**