

Landscape Designer / Landscape Architect

Leading edge landscape design-build firm Zaremba & Company located in Pontiac, MI seeks an individual with career interests in Landscape Design, Construction, and Project Management.

Annual Salary: based on skill level & experience

Benefits:

2 weeks paid time off (PTO)

10 Paid holidays

Bonus opportunities - Discretionary bonuses for project and company based performance.

Medical insurance opportunity

IRA-with 3% employer match

Responsibilities:

Landscape Design

- o Prepare Preliminary Concept Designs and Graphics.
- o Collaborative Design with Team
- o Develop 3-D models for design studies and presentations
- o Prepare Concept Presentations
- o Design Development Drawings
- o Product Research & Coordination
- o Construction & Permit Drawings
- o Revisions & Redlines
- o Details
- o Diagrams, maps, and graphics

Administration / Construction Preparation & Coordination

- Permit Applications (MDEQ, Soil Erosion, Fence, Compliance, ROW, Etc.)
- Permit Tracking & Scheduling
- Take-Offs & Estimates
- Subcontractor Request For proposals per Construction Drawings for Bidding
- Bid Forms & Specifications
- Material Verification Documentation
- Coordination with Engineers, Architects, Builders, Contractors, etc.
- Construction Job Folders (Current Drawing Sets for Construction Team)
- Site Observation (Construction Observation)
- Generate Punch List
- Marketing Materials and Advertising Artwork
- Houzz & Social Media Design Dialogue

Experience / Skills required:

Landscape Architecture / Architecture Degree Required

Excellent organizational skills

Min.4-5 years of design experience in an office environment

Working knowledge of planting materials Zones 4-6

AutoCAD

3-D modeling (SketchUp or other)

Photoshop, InDesign, Illustrator

Microsoft Word and Excel

Contact: jessica@zarembaandco.com