



Associate Landscape Architect

JOB SUMMARY

Associate Landscape Architect bearing a degree in Landscape Architecture from an accredited university. The Associate LA shall meet the requirements for performance, on-going learning and training in knowledge, skills and abilities. Associate LAs shall have 3+ years' experience in the field of Landscape Architecture and shall work toward Wyoming licensure.

GENERAL CHARACTERISTICS

- Possesses and applies broad knowledge and skills in the practice area of landscape architecture
- Works independently on small projects or collaboratively on large projects
- Evaluates, selects and applies standard techniques, procedures, and criteria to perform a task or sequence of tasks for conventional projects; collaboratively uses judgement to determine adaptations in methods for non-routine aspects of assignments
- Acquires general knowledge of principles and practices of related professions including planning, design, surveying, architecture and engineering, and ability to contribute effectively to multi-departmental teams
- Applies general knowledge of construction principles and practices of landscape architecture and related professional fields.
- Actively works toward Wyoming licensure
- Communicates effectively verbally and in writing

TASKS & DUTIES

1. Serves as Associate Landscape Architect performing the following functions:
 - a. Assist on landscape architecture projects within the LA department
 - b. Contribute to the landscape architecture scope on multi-disciplinary projects, as assigned by Studio Lead
 - c. Assist on development planning and permitting projects as assigned by Studio Lead
 - d. Actively market the Studio and the firm as outlined by the firm's management
2. Apply, expand and increase knowledge, skills and abilities:
 - a. Adhere to professional codes of ethics, Y2 Operations Manual
 - b. Apply standards for insuring public health, safety, and welfare to all aspects of all projects
 - c. Be familiar with regionally-appropriate plant materials, their applications and commercial availability
 - d. Be familiar with local construction materials, techniques, and applications; understand construction detailing and construction specifications, and be familiar with MasterSpec formats
 - e. Understand local (city and county) Land Development Regulations and their application
 - f. Be proficient in graphics software, including but not limited to AutoCAD for design and construction; SketchUp and Adobe Creative Suite for representative and presentation graphics; TEAMS, Word, and Excel
 - g. Articulate and apply principles and elements of design
3. Work effectively as part of the profession, the Studio, the collective departments, the firm, and the community:
 - a. Attend and participate in project/team meetings, departmental meetings and Y2 all-staff meetings
 - b. Communicate effectively and regularly with clients, government agencies and Y2 peers
 - c. Maintain a written and/or electronic record of all project-related activities within the firm's project files; confirm all client interactions in writing
 - d. Share knowledge, skills and abilities with colleagues; update the Studio Lead on progress as directed

4. Assist with the following landscape architecture tasks:
 - a. Perform site analyses, articulate findings; prepare concept sketches and apply refinements; prepare phased design development drawings in accordance with project contracts; prepare construction documents, specifications and bid packages; conduct construction administration tasks; understand project billing
 - b. Perform landscape architecture design tasks in conjunction with development permitting regulations, prepare development permitting documents for review by agencies
 - c. Adhere to the terms of the project contracts and follow time recordation practices

RESPONSIBILITIES

- a. Maintain open and regular communication with peers and Studio Lead; seek to consistently improve professional knowledge, skills and abilities
- b. Seek to improve communication, cooperation and coordination among related disciplines within and outside of the firm
- c. Manage workload effectively; complete projects in timely, productive, self-motivated fashion
- d. Adhere to firm organization: maintain time sheets concurrently with tasks
- e. Technical competence: seek to understand the construction processes. Learn to complete drawings, details and specifications for construction in sufficient technical detail adequate to effectively convey design intent and provide contractors enough information to build the proposed features *and* to meet pertinent regulatory standards and to protect public health, safety, and welfare
- f. Self-awareness: understand limitations to expertise; be willing to convey questions and bring concerns to the Studio Lead; follow through with client, Studio Lead and firm or outside consultants
- g. Risk management: understand and pro-actively follow the terms and conditions of the "Contract for Services" between the firm and client; understand, recognize and minimize the firm's liability exposure and the public's risk of endangerment; seek to gain a thorough knowledge and understanding of construction contract administration and appropriate professional actions necessary to minimize risk and insure successful design implementation.
- h. Quality Assurance/ Quality Control: be responsible for double-checking work products and obtaining in-house quality control review of all documents. Ensure that all work product meets at a minimum the standards set forth by the firm
- i. Professional conduct: adhere to standards set forth by:
 - i. The American Society of Landscape Architects Code of Professional Conduct.
 - ii. The American Society of Landscape Architects Code of Environmental Ethics
 - iii. Wyoming Board of Architects and Landscape Architects "Rules and Regulations"
 - iv. The industry's standard of care for protecting public health, safety, and welfare
 - v. Municipal regulatory standards and regulations
- j. Client interactions: assist project lead in establishing reasonable client expectations; maintain productive and respectful client relationships
- k. Project budgets: monitor and adhere to project estimates and budgets; be vigilant and proactive with budgets and timelines; alert project lead when budgets are threatened; complete projects within the contracted budget and timeline
- l. Communication skills: communicate thoroughly and professionally in oral communication, in writing, and in graphic representations; seek to improve communication skills
- m. Self-study: continually expand expertise and improve performance, including self-study off-hours; become proficient with local plant communities, plant availability, construction processes and methodologies; local Agency regulations, and planning processes

BENEFITS

This position is a full-time, benefited position. Benefits include *vision, dental, and medical insurance; a 401(k) plan; paid time off; short- and long-term disability insurance.*

TO APPLY: Email a letter of interest/cover letter, a resume, and three or more references to jobs@y2consultants.com with "Associate Landscape Architect" as the subject line.

ABOUT Y2 CONSULTANTS

Located in Jackson, Wyoming, Y2 Consultants, LLC (Y2) was founded in 2010 by Managers Brenda Younkin and Zia Yasrobi. On May 1, 2017 Y2 purchased the assets of Pierson Land Works and hired its employees. Y2 provides civil, structural and environmental engineering services; natural resource services; surveying; geotechnical services; land use planning; landscape architecture; and GIS services throughout the Intermountain West. Engineering licensure is currently held in Wyoming, Idaho, Montana, Nevada, Utah, Arizona, Colorado, Oregon, Washington, New York and Florida. Zia Yasrobi holds a Class A General Contractor license in the Town of Jackson.

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