



## **JOB DESCRIPTION**

### **Landscape Architect 2**

#### **JOB SUMMARY**

Licensed Landscape Architect bearing a degree in Landscape Architecture from an accredited university and 5+ years' experience shall serve as Project Manager on projects as assigned by the Landscape Architecture Studio Lead; assist on landscape architecture and multi-disciplinary projects; and actively market the Studio and the firm.

#### **DUTIES AND RESPONSIBILITIES**

##### Essential Duties:

- a) Attend and participate in project/team meetings, departmental meetings, and Y2 firm meetings.
- b) Adhere to client Agreement contractual terms, Scopes of Work, budgets, and deadlines. Be responsible for obtaining change orders in advance of altering or exceeding Scope or budget, or altering deadlines.
- c) Communicate effectively and regularly with clients.
- d) Maintain a written and/or electronic record of all project-related activities within the firm's project files; confirm all client interactions in writing.
- e) Share knowledge, skills, and abilities with colleagues; update the Studio Lead on progress as directed.

##### Responsibilities:

- a) Project management: manage projects effectively and efficiently including monitoring workflow and budgets in accordance with the Contract for Services; following through with project duties; and ensuring that team members (clients, inter-office, consultants, and contractors) do the same.
- b) Technical competence: thoroughly understand the construction processes; complete drawings, details, and specifications for construction in sufficient technical detail to effectively convey design intent and provide contractors enough information to build the proposed features *and* to meet pertinent regulatory standards, protect public health, safety, and welfare.
- c) Project budgets: monitor and adhere to project estimates and budgets; be vigilant and proactive with budgets and timelines; complete projects within the contracted budget and timeline.
- d) Self-awareness: be aware of limitations to expertise; be willing to seek answers to questions and bring concerns to the project or Studio Lead; follow through with effective communication.
- e) Risk management: understand and pro-actively apply 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; maintain thorough knowledge and understanding of construction contract administration and appropriate professional actions necessary to minimize risk and insure successful design implementation.
- f) Quality Assurance/ Quality Control: be responsible for double-checking work products and obtaining in-house quality control review of all documents.

- g) Stamping drawings: stamp and sign only those documents for which you have been responsible, and which have been peer-reviewed in accordance with the firm's QA/QC policies *and* which meet at a minimum the standards set forth by:
- The American Society of Landscape Architects Code of Professional Conduct
  - The American Society of Landscape Architects Code of Environmental Ethics
  - Wyoming Board of Architects and Landscape Architects "Rules and Regulations"
  - The industry's standard of care for protecting public health, safety, and welfare
  - Municipal regulatory standards and regulations
- h) Client management: establish reasonable expectations for clients; recognize when the project or client goals are not feasible and propose viable alternatives; anticipate project and client needs; address issues pro-actively; maintain productive and respectful client relationships.
- i) Communication skills: communicate thoroughly and professionally in oral communication, in writing, and in graphic representations; work to improve communication and public speaking skills.
- j) Self-study: continually expand expertise and improve performance, including self-study off-hours.

### **BENEFITS**

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

### **TO APPLY**

Email cover letter and resume to [jobs@y2consultants.com](mailto:jobs@y2consultants.com) with the job title in the subject line.