

CITY OF FONTANA SENIOR LANDSCAPE PLANNER

DEFINITION: Under direction from the Director of Planning, plans, designs and implements the City's landscape development projects; reviews and inspects development proposal for compliance with City's regulations and provides responsible staff assistance to the Director of Planning. Exercises functional and technical supervision over professional, technical and clerical staff as necessary.

ESSENTIAL FUNCTIONS: The employee must have the ability to:

- Reviews development plans for compliance with the City's landscape policies and regulations.
- Prepares construction plans, specifications, and cost estimates for landscape projects, irrigation systems, recreation facilities, and structures; prepares preliminary project sketches.
- Performs project management of landscape improvement projects; monitors and assesses changes and requirements of City parks; analyzes data and develops recommendations; prepares landscape construction schedules.
- Develops general plan elements and amendments; process amendments to specific plan.
- Participates in the development and implementation of the landscape planning policies; reviews and evaluates landscape planning services, methods, and procedures.
- Participates in the development of design standards and requirements; ensures functional use, aesthetic, and safety considerations are met.
- Confers with and advises landscape architects, developers, engineers, contractors and the general public regarding landscape planning matters; provides information and technical assistance regarding City landscape development requirements.
- Prepares a variety of technical documents including Requests for Proposals, grant applications, construction specifications.
- Prepares landscape related annual reports in compliance with the State and Federal Regulation.
- Prepares, reviews, and reports for City administration, commissions, and City Council.
- Compiles and analyzes a variety of landscape planning project data.
- Reviews and approves landscape plans of Capital Improvement programs or development projects related to landscape projects.
- Participates in the development of and implements departmental goals, objectives, policies, and priorities.
- Presents and recommends development proposals to the Planning Commission and City Council; attend and participate in professional groups and committees.
- Provides information to the public regarding zoning, land use and the general plan; monitor the plan check activities of staff; participates in public meetings as necessary.

- Oversees and supervises the work of assigned landscape planning staff, including employee selection, work assignment, performance evaluation, employee development, disciplinary action, and complaint resolution as necessary
- Oversees and inspects the work of contractors and developers engaged in constructing, installing and maintaining landscape in right-of-ways, greenbelts and other planted or forested areas. Establishes and maintains effective working relationships with those contacted in the course of work.
- Communicates clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Maintains prompt and regular attendance.
- Other duties as assigned.
- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision when preparing and reading written reports and other work related documents. Acute hearing is also required when providing phone and counter assistance.

EXPERIENCE AND TRAINING GUIDELINES

A combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The employee must have the knowledge of:

- Principles and practices of landscape architecture, irrigation design and construction, and plant maintenance.
- Principles and practices of modern land and infrastructure planning and construction.
- Methods and techniques of technical report preparation and presentation.
- Principles and practices of supervision, training, and administration.
- Applicable federal, state, and local laws, codes, and regulations governing landscape planning.
- Field inspection practices.

Ability to:

- Perform advanced level professional planning work in the area of landscape and park planning.
- Analyze, prepare, and review construction and land development plans and reports.
- Prepare working technical drawings, accurate technical specifications, and cost estimates for assigned projects.

- Develop designs incorporating City requirements and standards for functional use, aesthetics, and safety considerations.
- Read and interpret blueprints and technical specifications.
- Supervise, train and evaluate staff; plan and coordinate work assignments.
- Interpret and apply applicable policies, procedures, laws, and regulations.
- Coordinate and monitor the field activities of employees.
- Operate computer using relevant word processing, spreadsheet, and graphic software.
- Interact and communicate effectively, both orally and in writing.
- Establish, maintain and foster positive, harmonious, and effective working relationships

Experience: Five (5) years in landscape planning, including design, plan examination, and construction project coordination.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major coursework in landscape architecture, architecture, planning, public or business administration or a related field.

Licenses/Certifications: Possession of, and continuously throughout employment, a valid CA Class "C" Driver's License or equivalent.

SUPPLEMENTAL INFORMATION: Incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.

Notes:

Classification established July 1, 2023