



Code: 5430

Family: Planning and Urban Development
Service: Operation and Construction
Group: Engineering, Designing, and Structural
Series: Architectural

CLASS TITLE: LANDSCAPE PLAN EXAMINER

CHARACTERISTICS OF THE CLASS

Under immediate supervision, performs entry-level professional plan reviews of landscaping projects for municipal streets and facilities, and performs related duties as required

ESSENTIAL DUTIES

- Attends meetings with planners, engineers, and architects to obtain landscaping parameters of construction projects
- Compiles and analyzes data on site conditions including geographical location, soil, vegetation, drainage, and other factors affecting the environmental impact of landscaping
- Plans and develops landscape designs on small to moderate-sized projects, using computer-aided drafting and design software
- Uses aerial maps and collects plats of surveys, photographs, and legal documents to verify zone districts of designated properties
- Reviews routine plans, drawings, and specifications prepared by consultants or contractors applying for permits to ensure compliance with contract requirements, project standards, or City ordinances
- Calculates and collects landscape deposits and required documentation to be held by the City as bond
- Stamps site plan drawings approved after requirements are met, enters information into computerized records and maintains related files

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in Landscape Architecture or a directly related field.

Licensure, Certification, or Other Qualifications

- None

WORKING CONDITIONS

- General office environment
- May be exposed to outdoor weather conditions

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Mechanical drawing set

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods of time

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Some knowledge of:

- *landscape planning and design
- plant materials and equipment used in gardening and landscaping and their environmental impact
- *computer aided drafting and design software
- horticultural practices and procedures
- *urban forestry practices and procedures
- *applicable mathematical principles and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- WORK WITH NUMBERS - Add, subtract, multiply, or divide quickly and correctly
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

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City of Chicago
Department of Human Resources
July, 2014
Title Change: March, 2018