

HamiltonAnderson

Landscape Design Professional I

FLSA Status:	Full-time Regular Position, Overtime Eligible
Reports to:	Director of Landscape Architecture and Planning
Work Schedule:	Monday-Friday 8:00 AM – 5:00 PM or different schedule as approved
HAA Target Ratio:	95%

Objective:

This is the entry level professional position. Work assignments are given to acquaint the Landscape Design Professional I with the types and phases of landscape architectural work and HAA standards and procedures. The primary job of the Landscape Design Professional I is to assist senior team members in the preparation of design concepts and graphics, design and construction documentation, and land use development plans. Duties must be performed with moderate supervision and moderate latitude. More experienced candidates may be responsible for the entire design of a small project or design of a single aspect or element of a large project under the supervision of a senior team member.

Responsibilities:

- Act as support for assigned projects under the guidance of a senior team member.
- Assist in researching precedent/case study projects to inform site planning and design.
- Assist in development of site analysis, research, and conceptual design studies.
- Assist in preparation of presentation graphics, including 2D and 3D modeling and rendering.
- Assist in preparation of design and construction documentation utilizing AutoCAD software.
- Assist in the preparation of specifications.
- Assist with review of quantities and preparation of cost opinions.
- Assist with field site visits and construction administration, including review and response to RFIs and submittals.
- Participate in client meetings and support community engagement events, as project scope and budget permits.
- Draft meeting notes and minutes, including documenting and analyzing the outcomes of community engagement events.
- Actively participate in internal Site Team design reviews.
- As knowledge and experience level increases, accept increased ownership and responsibility in anticipating and carrying out project-specific tasks under supervision of project lead.
- Contribute to the design community outside the office by participating in design and community-centric events throughout Detroit.

Leadership Responsibilities and Abilities

- Build collaborative relationships by developing, maintaining and strengthening partnerships with others inside and outside HAA
- Support innovation and organizational changes needed to improve HAA's effectiveness and profitability
- Ability to work tactfully and cooperatively with a diverse group of staff, clients, and vendors to establish and maintain cooperative and effective working relationships with others
- Ability to complete assignments in a timely and accurate manner.

Business Development Responsibilities

- Keep abreast of business, market and industry trends and information to identify business opportunities.

Technical Knowledge and Abilities:

- Knowledge of the policies and procedures of an architecture/ landscape architecture firm
- Knowledge of the principles of landscape architecture and their application to projects
- Basic knowledge of the phases of design (SD, DD, CD)
- Basic knowledge of the structure of contract documents and specifications
- Basic knowledge of sustainable practices and their impact on the design process
- Basic knowledge cross cultural values and their impact on the design process
- Basic knowledge of the characteristics and requirements of various plant materials
- Basic knowledge of the impact of zoning ordinances on site planning and design
- Intermediate proficiency in Adobe Creative Suite and Sketch-Up
- Intermediate proficiency in AutoCAD software
- Ability to interpret drawings, specifications, codes, standards, and regulatory requirements
- Ability to compose letters, documents and accurate and concise reports independently
- Ability to handle multiple responsibilities with flexibility
- Ability to work independently
- Ability to proofread with minimum errors
- Ability to handle pressure and deadlines
- Ability to communicate effectively both orally and in writing with confidence and professionalism

Education and Experience:

- 1-2 years of work experience in an urban design and landscape architecture office.
- Bachelor's or Master's degree in Landscape Architecture from an accredited program.
- Intermediate proficiency in AutoCAD, Adobe Creative Suite, Sketchup, and Microsoft Office required. (Experience with Lumion, Enscape, Rhino, Revit and others are a plus).
- Interest in pursuing licensure.