

HamiltonAnderson

Senior Landscape Architect

FLSA Status: Full-time Regular Position, Overtime Exempt
Reports to: Business Director (administrative issues) and Partners with Site Team Leaders for Site responsibilities
Work Schedule: Monday-Friday 8:00 AM – 5:00 PM

Projects

- Manage diverse and complex site projects with responsibility for project success measured by profitability, design quality, client satisfaction, schedule compliance, client budget, scope of work, harmonious team management and firm contribution.

Leadership Responsibilities

- Foster teamwork by providing motivational support to enhance team commitment to projects;
- 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 overall effectiveness and profitability;
- Work cooperatively with diverse staff, clients and consultants to establish and maintain effective working relationship;
- Plan and conduct work utilizing independent judgment in the evaluation, selection and adaptation of standard professional regulations, techniques and procedures

Business Development Responsibilities

- Stay abreast of business, market and industry trends and information to identify business opportunities;
- Review/Complete and/or contribute to the preparation of letter proposals, RFQs and marketing materials and assists Marketing Coordinator and project managers with the preparation of marketing presentations;
- Attend local pre-bid meetings;
- Support Business Director with overall office marketing strategy;
- Pursue business development opportunities within Higher Education, Recreation and Public/Civic market sectors;
- Attend pre-approved conferences, workshops and meetings promoting HAA;
- Establish teaming opportunities with local consultants

Site Responsibilities and Abilities:

- Manage the work production identifying design requirements, project budget, schedule and team;
- Maintain collaboration and project goals with lead project designer;
- Maintain management role in the financial and technical aspects of all assigned Site projects;
- Plan, organize and manage the production of contract documents including markups and owner/review comments and insure that such are incorporated as necessary;
- Actively participate in the design review quality process; ensure design reviews are scheduled and conducted as required;
- Actively participate in the document quality process; ensure working drawings and specifications are thoroughly and completely reviewed prior to the bidding period;
- Ensure that the work being performed adheres to HAA quality standards by following the HAA established quality procedures;
- Ensure that all technical design changes that are approved comply with the client's standards, systems, procedures and objectives;
- Certify project contract document quality and completeness with signature and State issued seal.

- Confirm client project scope of work and receive signed client approvals at each phase of work;
- Establish project work plans and staffing for each phase of the project and arrange for assignment of project personnel;
- Communicate project changes with client and issue project change notices to reflect agreed upon changes and additional fee; obtain client written approval prior to the execution of work;
- Coordinate and manage consultants and other design disciplines;
- Attend internal and external meetings with consultants, clients, agencies and others and supervise preparation of meeting notes for distribution;
- Verify completion of project set up forms, contract execution, invoicing and assist with overdue accounts collection;
- Participate in monthly financial review of projects

Knowledge, Skills, and Abilities:

- Knowledge of the policies and procedures of HAA;
- Knowledge of landscape architecture and landscape architectural principles and techniques;
- Knowledge of urban, environmental and master planning principles and techniques;
- Knowledge of civil engineering systems relating to design coordination and implementation;
- Knowledge of building or construction materials, their uses and relative values and construction methods;
- Working knowledge of specifications;
- Knowledge of federal and state building codes and zoning ordinances;
- Advanced knowledge of site element related detailing;
- Ability to communicate effectively both orally and in writing with confidence and professionalism;
- Ability to analyze and interpret project financial data;
- Current knowledge of issues in site discipline and maintenance of 20 actual hours of continuing education credits each calendar year through attendance at HAA sponsored brown bags, professional conferences or seminars or other documented training activities;
- General knowledge of CAD and presentation software capabilities;
- Advanced knowledge of LEED policy and principles;
- Demonstrated proficiency in intermediate features of all MS Office products;
- Demonstrated proficiency in intermediate features of Vision accounting/project financial tracking products.

Education and Experience

- Professional degree from Landscape Architectural Accreditation Board (LAAB) accredited program;
- Licensed to practice landscape architecture in Nevada and ability to be certified with Council of Landscape Architectural Registration Boards for reciprocity in adjacent southwest States;
- A Minimum of 10 years professional experience;
- LEED Accredited Professional preferred.

