



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Los Angeles River Center and Gardens
570 West Avenue Twenty-six, Suite 100
Los Angeles, California 90065

JOB OPPORTUNITY BULLETIN STAFF LANDSCAPE ARCHITECT II

February 12, 2019

POSITION SUMMARY

The Staff Landscape Architect (Class: Landscape Architect II) will oversee design elements of all park development/landscape improvement projects, prepare landscape designs, construction documents and specifications, perform construction observation and troubleshooting, provide general project management and administration, and represent the agency at public meetings.

This position requires a highly motivated, responsible, organized and self-starter individual who can handle an array of tasks, has good judgment and can make decisions, and works both independently and as part of a team. The individual must be able to come up with multiple solutions to any given problem and understand legal implications of design in the public realm. A current landscape architect license issued by the State of California is required.

This is highly technical and professional work for a person at a senior staff/management level. The work performed will support MRCA's operation of nature parks within greater Los Angeles, land acquisition and capital improvement Workprograms, and other efforts related to public access, open space conservation, habitat restoration, and urban park development.

Applications are due March 8, 2019 at 5:00 p.m. Pacific Standard Time.

Type

This is a full-time, exempt, at-will position.

Supervision

This position reports to the Chief of Park Development. Assorted tasks may be supervised by Executive Staff. The position may supervise other staff at the entry-level or intermediate project manager level.

ESSENTIAL FUNCTIONS

The following duties are typical for this classification. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Produce landscape improvement plans, details, and specifications, at conceptual design, schematic design, and construction document phases with both hand-drawn graphics and CAD techniques.

- Sign/stamp plans. Interpret and apply applicable ordinances, regulations, and standard operating procedures.
- Produce early concept designs for a variety of project types.
- Identify and scope improvement projects for existing facilities.
- Review and approve landscape plans, details, and specifications prepared by others for park development projects.
- Coordinate the assessment and removal of architectural barriers.
- Make reports about improvement projects to Executive Staff, Governing Board, funders, and the general public.
- Conduct a bi-annual Request for Qualifications for various professional disciplines to maintain a current list of qualified consultants.
- Review proposal submissions from environmental design consultants and make recommendations to project managers.
- Attend senior staff meetings and participate in management discussions.
- Oversee agency design standards. Research new products and technologies.
- Develop standard agency specifications and landscape construction procedures.
- Coordinate with Construction Supervisors to monitor progress of in-house staff (force account) and subcontractors, assure compliance with plans and specifications, and troubleshoot as needed.
- Coordinate with Site Managers to monitor landscape maintenance activities and improvements; troubleshoot as needed. Provide input and guidance on long-term management plans for existing and new facilities.
- Perform Construction Administration tasks and respond to RFIs from contractors and construction management consultants.
- Work closely, collaboratively, and practice clear and frequent communication with other staff, and other project stakeholders, to complete projects.
- Work closely with vendors to specify and procure supplies for improvement projects.
- Travel to various park sites to conduct site evaluations and evaluate projects.
- Lead multi-disciplinary project teams (including agency staff, consultants, partner agency staff, and project stakeholders) responsible for park development projects.
- Determine project scope, options, and alternatives to overcome constraints. Revise as often as needed to address unexpected conditions.
- Oversee consultants and contractors, manage contracts, coordinate project team and collaborate with coworkers to ensure that the project scope is completed according to grant agreements, schedules, and cost limits.
- Produce written materials including construction specifications, staff reports, text for publication, proposals, progress reports, and a variety of other documents.
- Prepare Requests for Proposals/Requests for Bids, and review bids. Select and manage contractors and consultants in conjunction with other staff. Ensure bidding

process meets applicable regulations. Assist with estimating and selection of vendors for best value.

- Provide support to coworkers on other projects.
- Maintain good habits of answering and responding to incoming telephone calls, correspondence, and when communicating and providing customer service to citizens who seek assistance.
- Maintain positive relationships with coworkers, representatives of other government agencies, non-profit organizations, homeowner's associations, and the public at large.
- Maintain files, including documentation and authorization for expenses, project progress, contracts and grant agreements, project budgets, contacts, board actions and all other items related to a project's development.
- Perform related duties as required.

NON-ESSENTIAL FUNCTIONS

- Write and coordinate grant proposals and research new funding opportunities for land acquisition, park development, and related planning efforts.
- Perform day-to-day administration of grants, prepare required reports and ensure conformance with grant agreements. Perform project tracking, scheduling, and budget management. Analyze, verify and obtain payment approvals for invoices.

JOB SPECIFICATIONS

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee is regularly required remain in a stationary position, occasionally move about inside the office to access supplies and office machinery, frequently communicate and exchange information, review handwritten, electronic and facsimile documents, and operate a computer and other office productivity machinery. The employee must occasionally move items weighing up to 20 pounds inside the office. During project site surveys, the employee is regularly required to position self to perform measurement and inventory tasks, frequently move about work sites, operate a mobile system to complete checklists, travel to various park sites, frequently operate measuring tools to record measurements indoors and in outdoor weather conditions, transport tools between vehicles and work sites on a daily basis, and occasionally ascend/descend a ladder to access areas of work.

Required Hours And Location

Monday through Friday, 8 hours per day, 40 hours per week with some scheduling flexibility. Occasional work in evenings or weekends. The position will work out of the Los

Angeles River Center and Gardens but may be required to travel to various other locations. Offices at the River Center are spread among multiple buildings and floors.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Education and Experience

- B.A. or B.S. degree.
- Completion of Landscape Architecture degree (bachelor or masters). Completion of an approved extension certificate program meeting education requirements for State of California licensure may be substituted.
- Four (4) years of experience with landscape architect duties.
- Three (3) years of work experience in the public sector in park planning and design.
- Work experience directly managing landscape improvement projects with force account or via design/build relationship. Provide at least three (3) examples of completed projects.
- Work experience managing a public CEQA hearing process. Provide example.

Training and Certification

- Current, valid Landscape Architect license with the State of California.

Knowledge of:

- State of California Building Code and ADAS requirements for public facilities.
- California Environmental Quality Act requirements.
- Advanced proficiency with AutoCAD software.
- Intermediate proficiency with BlueDAG software (or equivalent).
- Construction practices for architecture and landscape improvements.
- Common Windows-based programs including word processing, spreadsheets, and databases.
- Office practices and procedures.

Ability to:

- Cooperate with coworkers and revise project approach as needed to accommodate concerns.
- Prioritize varying tasks and projects to manage multiple projects at once.
- Work independently to handle multiple tasks under deadlines.

- Revise work approach to address changed conditions.
- Complete projects and follow oral and written directions.
- Quickly change tasks and focus.
- Learn technical material and advanced technical writing proficiency.
- Consistently follow established procedures.
- Innovate and improve processes.
- Learn new software including WordPerfect.
- Exercise discretion and sensitivity to confidential information.
- Communicate to a variety of audiences about projects and objectives.

Competencies:

- Accurate use of measuring devices for distance, height, slope and adjacencies.
- Demonstrated creativity and ability to troubleshoot landscape construction issues.
- Spatial analysis.
- Excellent oral and written communication skills.
- Excellent organizational skills.
- Establish and maintain cooperative relations with those contacted in the course of work including the general public.

Other Requirements

Candidates must have a valid California driver's license in good standing with a satisfactory driving record. Employees must be willing to participate in agency emergency response. Bilingual skills in English and another locally common language, such as Spanish, Korean, Farsi, Chinese, Armenian, Yiddish, or Tagalog is highly desired.

All appointment offers are contingent upon the following:

- Background check including submission of fingerprints to Department of Justice, and a record clean of violent crimes or felonies.
- Successful completion of a physical examination including a drug test.
- Verification of the right to work in the United States.

COMPENSATION

Wages

The starting hourly rate for the Landscape Architect II class is \$31.57.

Existing MRCA employees may be compensated at a higher rate if they can demonstrate, to the satisfaction of the Chief Deputy Executive Officer, that appropriate additional duties will be performed in addition to the position's essential duties. This provision does not

apply to applicants who are not currently employed by MRCA, and may be exercised only at MRCA's discretion and as budget allows.

Benefits

Mountains Recreation and Conservation Authority offers a comprehensive benefits package to meet the needs of its employees and their families. Eligibility for benefits varies depending on the category of employment and how long the employee has worked. Our employees have access to several benefits, including:

- Medical
- Dental
- Vision
- Paid Leave: Vacation, Holidays, Sick Leave
- Retirement and Deferred Compensation option
- Health/Dental Flexible Spending Account
- Dependent Care Flexible Spending Account
- Life Insurance
- Employee Assistance Program

MRCA offers both Health Maintenance Organization (HMO) and Preferred Provider Organization (PPO) plans for Medical and Dental. A Vision Plan and Life Insurance is included with all options. Eligible employees may enroll in a 457(b) Deferred Compensation Plan and Flexible Spending Accounts for dependent care and health/dental care. MRCA contracts with the California Public Employees' Retirement System (CalPERS) to provide a defined benefits program for eligible employees.

HOW TO APPLY

Submit resume and letter of interest via email to employment@mrca.ca.gov or via fax to 323-843-9838, ATTN: Zagreb De La Torre with "[Staff Landscape Architect]" included as a subject. No phone calls, please. The acceptance of your application will depend on whether you have clearly shown that you meet the minimum requirements. Please contact us if you need an accommodation in the recruitment process or an alternate format of this announcement.

The position is open to the public for all qualified applicants. Depending on the applicant pool, not all applicants meeting the minimum qualifications will be selected to continue in the recruitment process. This position will remain open until filled. The eligibility list from this recruitment may be used to fill this vacancy and other vacancies in the future.

All notifications will be sent to the phone number or e-mail address provided on your application or resume. Candidates are responsible for providing a valid phone number and/or e-mail address.

All information is subject to verification at any point during the recruitment process, including after an appointment has been made. Falsification of any information may result in disqualification or withdrawal of appointment.

ABOUT MRCA

The Mountains Recreation and Conservation Authority (MRCA) was created in 1985 with a mission to protect and preserve park and open space lands surrounding Los Angeles and is a joint powers authority between the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District and the Rancho Simi Recreation and Park District. These public agencies work together to preserve open spaces, natural wilderness and wildlife habitat of the Los Angeles and Ventura County metropolitan regions and to make these lands accessible to all residents of Southern California.

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The MRCA is an equal opportunity employer and will not discriminate on the basis of race, color, national origin, ancestry, religious creed, age, sex, gender (including pregnancy, childbirth, breastfeeding, or related medical conditions) sexual orientation, gender identity, gender expression, genetic information, marital status, military and veteran status, physical or mental disability, medical condition, or any other basis protected by law.

This job announcement is not intended to, and does not, create an employment contract of any kind and does not create any express or implied contractual obligations. Employment at MRCA is at-will without exception. The employee and MRCA may terminate employment at any time with or without advance notice and with or without cause.

Any provision contained in this job announcement may be modified or revoked at any time without notice.