



City of Culver City

Landscape Architect Project Coordinator

SALARY	\$9,278.53 - \$11,332.53 Monthly	LOCATION	CA 90232, CA
JOB TYPE	Full-Time	JOB NUMBER	00800
DEPARTMENT	Parks, Recreation & Community Services	OPENING DATE	11/11/2024
CLOSING DATE	11/22/2024 5:00 PM Pacific		

THE CITY

Culver City is a Charter City incorporated in 1917 and is a destination filled with outdoor cafes, unique shops, and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$325 million. The City provides a full range of municipal services including Fire, Police, Housing and Human Services, Public Works, Parks, Recreation, and Community Services (PRCS), and Transportation.

THE POSITION

Landscape Architect Project Coordinator

ESSENTIAL JOB DUTIES

The following tasks are essential for this position. Incumbents in this classification may not perform all these tasks or may perform similar related tasks not listed here.

- Assists with the implementation of the City's Parks Master Plan.
- Prepares project environmental documentation on a project-by-project basis.
- Assists consultants, City departments and other governmental agencies and the public with park capital projects.
- Prepares construction plans and specifications, cost estimates, materials, and lists for landscaping irrigation systems, playgrounds.
- Performs inspection of park construction work and prepares field notes.
- Participates in the development of park construction budgets.
- May prepare preliminary project sketches.
- May prepare and administer park construction schedules.
- Produces early concept designs for a variety of project types.
- Conducts landscape architectural work in the study, design and preparation of preliminary and final working drawings and plans for the development and rehabilitation of new or existing park areas, medians and other City owned facilities; works with the community and other appropriate agencies and individuals in the design and development of projects.
- Produces construction documents for landscape capital improvement projects.
- Produces site plans, elevations, planting, landscape, grading, landscape drainage, structural details, irrigation, plumbing, signage, pavement, and landscape lighting systems and related landscaping requirements; prepares cost estimates for projects; assists in budget preparation and administration.
- Performs plan checks; coordinates, supervises, and inspects construction; participates in or conducts negotiations with outside contractors, vendors, or other professional service providers.
- Coordinates with outside consultants (i.e., engineers, architects, landscape architects, etc.).

- Confers with professional service providers, suppliers, contractors, vendors, and others in the coordination of plans, acquisition of materials, and estimation of costs.
- Attends and presents plans at community and citizen meetings; responds to questions and concerns from the public; provides information as appropriate and resolves complaints.
- Reviews and conducts analyses of construction bids and contracts.
- Prepares or directs the preparation of pre-construction meeting agendas and conducts pre-construction meetings.
- Acts as project manager for assigned projects from conception through implementation; may lead multi-discipline teams from design through construction.
- Reviews and approves project schedules, coordinates reporting systems and administrative procedures, prepares cost and scheduling analysis reports for multiple projects.
- Trains, evaluates, and directs support crew.
- Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Education

Bachelor's degree in landscape architecture or a related field.

AND

Experience

Four (4) years of responsible landscape design or project coordination experience which includes management responsibilities for operations of public space.

OR

Additional experience may be substituted for the required education on a year-for-year basis to the extent that the experience has prepared the individual to perform the duties of the classification.

License and Certificate

- Possession of a valid Class C California driver's license
- Possession of a valid Registration as a Landscape Architect issued by the State of California Architects Board.

EXAMINATION PROCEDURES

Oral Appraisal Interview (weighted at 100%): To evaluate training, experience, and personal qualifications.

ADDITIONAL INFORMATION

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer: The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment: Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions).

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

The City of Culver City intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, please contact the Human Resources Department three (3) business days prior to the test at (310) 253-5640.

Agency

City of Culver City

Address

9770 Culver Blvd.

Culver City, California, 90232

Phone

Main Line 310-253-5640

Website

<http://www.culvercity.org/jobs>