



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### LANDSCAPE ARCHITECTS

<b>Class Title</b>	<b>Class Code</b>	<b>Pay Band</b>	<b>Alt Pay Band*</b>
<b>Landscape Architects-B</b>	<b>E1012B</b>	<b>60</b>	
<b>Landscape Architects-O</b>	<b>E1012O</b>	<b>65</b>	
<b>Landscape Architects-A</b>	<b>E1012A</b>	<b>70</b>	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

### Occupation Description

Plan and design land areas for such projects as parks and other recreational facilities, airports, highways, hospitals, schools, land subdivisions and commercial, industrial and residential sites.

### Nature of Work

Landscape architects design areas so they are not only functional but also beautiful and harmonious with the natural environment. They plan the location of buildings, roads, and walkways, and the arrangement of flowers, shrubs, and trees. They also design and plan the restoration of natural places disturbed by humans, such as wetlands, stream corridors, mined areas, and forested land. Working with building architects, surveyors, and engineers, landscape architects help determine the best arrangement of roads and buildings. They also collaborate with environmental scientists, foresters, and other professionals to find the best way to conserve or restore natural resources. Once these decisions are made, landscape architects create detailed plans indicating new topography, vegetation, walkways, and other landscaping details, such as fountains and decorative features. Landscape architects first consider the purpose of the project and the funds available. They then analyze the natural elements of the site, such as the climate, soil, slope of the land, drainage, and vegetation. They also assess existing buildings, roads, walkways, and utilities to determine what improvements are necessary. At all stages, they evaluate the project's impact on the local ecosystem. After studying and analyzing the site, landscape architects prepare a preliminary design. They also take into account any local, State, or Federal regulations, such as those protecting wetlands or historic resources. In preparing designs, computer-aided design (CAD) has become an essential tool for most landscape architects. Many landscape architects also use video simulation to help clients envision the proposed ideas and plans. For larger scale site planning, landscape architects also use geographic information systems (GIS) technology, a computer mapping system.

Throughout all phases of planning and design, landscape architects consult with other professionals, such as civil engineers, hydrologists, or building architects, involved in the project. Once the design is complete, they prepare a proposal for the client. They produce detailed plans of the site, including written reports, sketches, models, photographs, land-use studies, and cost estimates and submit them for approval by the client and by regulatory agencies. When the plans are approved, landscape architects prepare working drawings showing all existing and proposed features. They also outline in detail the methods of

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construction and draw up a list of necessary materials. Landscape architects then monitor the implementation of their design, while general contractors or landscape contractors usually direct the actual construction of the site and installation of plantings. Landscape architects who work for government agencies do site and landscape design for government buildings, parks, and other public lands, as well as park and recreation planning in national parks and forests. In addition, they may prepare environmental impact statements and studies on environmental issues such as public land-use planning.

### **Distinguishing Characteristics of Levels**

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### **Basic**

- Employees in this Role assist in designing and evaluating roadside environment projects and reclamation plans.

#### **Recommended Education and Experience for Full Performance**

Bachelor's degree and two (2) years of experience in landscape architecture, landscape design, project planning and/or urban design.

#### **Minimum Qualifications**

Associates degree and two (2) years of experience in landscape architecture, landscape design, project planning and/or urban design Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling four (4) years may substitute for the required education and experience.

#### **Operational**

- Employees in this Role design and evaluate roadside environment projects and reclamation plans to ensure minimal environmental disturbances and proper irrigation procedures; create landscape development and aesthetics to produce an estimate package for site development, planting, and irrigation; research technical data including plant species/materials, irrigation, site development, and general landscaping to create original project designs.

#### **Recommended Education and Experience for Full Performance\***

Bachelor's degree and four (4) years of experience in landscape architecture, project planning and/or urban design.

#### **Minimum Qualifications**

Bachelor's degree and two (2) years of experience in landscape architecture, project planning and/or urban design. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience.

#### **Advanced**

- Employees in this Role develop, implement and operate a statewide roadside environment program; administer Joint Powers of Agreement (JPA) with applicable entities to improve

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plant species and reclamation methods; advise and consult with district maintenance personnel to ensure proper development and maintenance of landscape and reclamation projects; consult with project managers to ensure compliance with design plans and specifications during construction.

### **Recommended Education and Experience for Full Performance**

Bachelor's degree and six (6) years of experience in landscape architecture, project planning or urban design.

### **Minimum Qualifications**

Bachelor's degree and four (4) years of experience in landscape architecture, project planning or urban design. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

### **Knowledge and Skills**

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

#### **Knowledge**

**Design** — Knowledge of design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models.

**Building and Construction** — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Geography** — Knowledge of principles and methods for describing the features of land, sea, and air masses, including their physical characteristics, locations, interrelationships, and distribution of plant, animal, and human life.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Engineering and Technology** — Knowledge of the practical application of engineering science and technology. This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

**Public Safety and Security** — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**Biology** — Knowledge of plant and animal organisms, their tissues, cells, functions, interdependencies, and interactions with each other and the environment.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic

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equipment, and computer hardware and software, including applications and programming.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Complex Problem Solving** — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Operations Analysis** — Analyzing needs and product requirements to create a design.

**Time Management** — Managing one's own time and the time of others.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Statutory Requirements:** All applicants for this position must be licensed in accordance with Sections 61-24B-1 through 61-24B-17 NMSA 1978 and 16.44.1 through 16.44.9 NMAC, as applicable.

You must include your license or certificate number in the "License" section of the application form.

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001

**Revised:** 9/20/2011

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

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*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*