



**Code: 5431**

Family: Planning and Urban Development  
Service: Operation and Construction  
Group: Engineering, Designing, and Structural  
Series: Architectural

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## **CLASS TITLE: SENIOR LANDSCAPE PLAN EXAMINER**

### **CHARACTERISTICS OF THE CLASS**

Under supervision, works at the fully functional level performing professional plan reviews of moderately complex landscaping projects for municipal streets and facilities, and performs related duties as required

### **ESSENTIAL DUTIES**

- Confers with planners, engineers, and architects on the overall construction project to obtain landscaping parameters
- Independently compiles and analyzes data on site conditions including geographical location, soil, vegetation, drainage, and other factors affecting the environmental impact of landscaping
- Plans and develops landscape designs on moderate to large-sized projects using computer aided drafting and design software
- Reviews detailed plans, drawings, and specifications prepared by consultants or contractors applying for permits for compliance with contract requirements, project standards, or City ordinances
- Reviews payment vouchers submitted by contractors, ensuring requests reflect work performed according to contract specifications
- Prepares reports on the status of landscaping projects
- Assists in training and providing guidance to lower level staff, as required

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

### **MINIMUM QUALIFICATIONS**

#### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's degree in Landscape Architecture or a directly related field, plus two years of landscape architecture experience, or an equivalent combination of education, training and experience provided that the minimum degree requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- None

### **WORKING CONDITIONS**

- General office environment
- May be exposed to outdoor weather conditions

### **EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, scanner)
- Mechanical drawing set

**PHYSICAL REQUIREMENTS**

- Ability to stand or sit for extended periods of time

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Moderate knowledge of:

- \*landscape planning and design
- \*plant materials and equipment used in gardening and landscaping and their environmental impact
- \*computer aided drafting and design software
- \*horticultural practices and procedures
- \*urban forestry practices and procedures
- zoning code ordinances
- applicable computer software packages and applications

Some knowledge of:

- \*applicable mathematical principles and applications
- building permit policies, procedures and regulations

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Landscape Plan Examiner class

**Skills**

- \*ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- \*ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- \*CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- \*TIME MANAGEMENT - Manage one's own time and the time of others
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions

Other skills as required for successful performance in the Landscape Plan Examiner class

**Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense

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- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- COMPARE AND RECOGNIZE DIFFERENCES - Quickly and accurately compare similarities and differences among sets of letters, numbers, objects, pictures, or patterns (includes comparing a presented object with a remembered object)

Other abilities as required for successful performance in the Landscape Plan Examiner class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
July, 2014  
Title Change: March, 2018