

 <p><b>STATE OF INDIANA</b> CLASSIFICATION SPECIFICATION</p>	<b>Class Title:</b> Landscape Architect 4		<b>Class Code:</b> 001FB4
	<b>FLSA Status:</b> Non-exempt	<b>Salary Schedule:</b> PAT 4	<b>Effective Date:</b>
	<b>Summary:</b> The incumbent is responsible for administering landscaping related projects and activities within the Indiana Department of Transportation. This includes planning, designing and reviewing landscaping projects for highways, rest parks, unit buildings and roadsides.		

**Duties:**

- Performs landscape architecture and planning activities including, but not limited to, tree landscaping, herbicide landscaping and contract mowing operations, wetland mitigation, warranty grass, construction vegetation, state/federal compliance and seed farms;
- Reviews, evaluates and determines course of action on certain landscape activities, such as trim or cut tree, areas to mow, types, amounts and use of herbicides and pesticides and how each is applied with reference to the environment surrounding state highway properties such as streams, farming, acreage, etc.;
- Selects types of fertilizer, seed and nursery products to incorporate on landscape;
- Determines the acreage and routes to be mowed and submits bid proposal documents for roadside mowing, seeding and herbicide contracts;
- Coordinates landscape work and planning activities, such as determining work priorities and explaining methods of operation;
- Oversees and coordinates the work activities on the landscape issues of rest park areas and overall repair and maintenance of grounds;
- Provides technical advice and guidance in the care of rest parks and reports on them;
- Designs and plans landscaping around highway units and buildings, facilities and roadways;
- Receives and replies to complaints from the interested public concerning possible damage to crops and overall damage to land owners on the use of pesticides and herbicides;
- Performs related duties as required.

**Job Requirements:**

- Specialized knowledge in the fields of forestry, horticulture, landscaping, plant pathology, entomology and environmental concerns;
- Specialized knowledge of herbicides and related chemicals and their effect on plant life along with plant diseases and types and the effects of insects on plant life;
- Specialized knowledge of numerous species of plants, trees, strains of grass as well as knowledge of methods and techniques of grading, landscape construction planting procedures, plant materials costs;
- Working knowledge of landscape equipment and its operation;
- Working knowledge of surveying principles and practices as they apply to landscape projects;
- Ability to read, write, interpret and evaluate landscape architectural design plans and specifications;
- Ability to analyze landscaping needs within a district and plan work schedule and a budget accordingly;
- Ability to tactfully communicate with members of the public;

**Difficulty of Work:**

Work performed can vary from routine to a high degree of difficulty. The work requires specialized knowledge of in the fields of forestry, horticulture, landscaping, plant pathology, entomology, environmental concerns and related fields. Incumbent works within established guidelines. Incumbent exercises judgment and decision making when on worksite. Work is carried out under the specifications and guidelines based on established policies and procedures.

**Responsibility:**

Established guidelines, practices and procedures are available, if needed, in order to carry out a wide variety of duties in accordance with general work instruction. Incumbent is responsible for completion of work and accuracy of records, forms, reports and technical information disseminated. Questions that may arise are discussed with supervisor.

**Personal Work Relationships:**

Incumbent works with agency engineers, herbicide applicators, architects, other state and federal officials for the purpose of administering landscape related work. Contacts are often with property owners who have trees, plants, or crops adjacent to or on state property and which are affected in some matter by highway landscape operations.

**Physical Effort:**

Must be able to comfortably lift up to 50 pounds and navigate construction sites and unimproved project sites.

**Working Conditions:**

May be exposed to inclement weather, ongoing traffic and rotating work shifts.