

CLASS SPECIFICATION

Town of Hilton Head Island, South Carolina



This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title:	Landscape Associate
Department:	Community Development
Class Code:	3055
Salary Grade:	G14
FLSA Designation:	Exempt

General Statement of Duties

The principal functions of an employee in this class are to perform professional, technical planning and design review for the Town and review and process Natural Resources requests as described in the Town's Land Management Ordinance. The work is performed under the supervision and direction of the Development Review Administrator but some leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Urban Designer, Environmental Planner, LMO Official, upper management, co-workers, service users, and the general public.

Examples of Essential Functions

(Examples are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position. Members of this classification may be required to perform a combination of the tasks below.)

- Provides design assistance and input on pop-up projects from the Community Development Director or Deputy Directors, the Assistant Town Manager and Town Manager;
- Reviews and provides feedback on DPRs, Pre-Applications, and other permits as requested; coordinates staff activities involving the Town's Design Review Board;
- Processes Minor Corridor Review applications for aesthetic compliance with the Design Guide;
- Drafts in-house site design projects for the Capital Improvements Program (CIP) and assists with design of CIP projects with other team members;
- Conducts sign permit review; enforces sign regulations;
- Conducts compliance checks related to Minor and Major Corridor Review approvals and sign approvals;
- Processes Natural Resource applications in conjunction with the Land Management Ordinance;
- Performs site visits associated with Natural Resource related permit and project activities;
- Reviews and approves lighting plans;
- Follows general and position-specific safety regulations and procedures; identifies, corrects and/or reports safety hazards (*See Safety Manual for details*);
- Performs emergency or disaster-related duties as assigned;
- Performs other directly related duties consistent with classification role and function.

Knowledge, Skills and Abilities

- Knowledge of principles, practices, and methods of landscape architecture, architecture, and urban design;
- Knowledge of basic principles of architecture, landscape architecture, land management concepts, traffic engineering, civil engineering, and Geographic Information Systems;
- Knowledge of the Town policies and procedures;
- Ability to read, comprehend, and translate a variety of informational documentation, planning documents, reports, manuals, maps, and ordinances;
- Ability to perform drafting and design skills;
- Knowledge of development codes and zoning;

- Knowledge of the factors involved in environmental planning including principles of natural resource planning, tree protection, and dune protection;
- Knowledge of Federal and State laws governing natural resource protection;
- Ability to use keys for species identification;
- Ability to read and interpret site and site engineering plans;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Minimum Qualifications

- Bachelor's Degree in landscape architecture or related field; and
- Considerable experience in landscape architecture, environmental planning; or
- Any combination of education, experience, special qualifications and training that provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Valid Driver's License.

Work Conditions and Essential Physical Abilities

Principal duties of this class are performed in a general office environment and require the following essential physical abilities:

- Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects;
- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling;
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound;
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes;
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely;
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading;
- Visual Acuity 2: Including color, depth perception, and field vision;
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures;
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment;
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.