

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

LANDSCAPE PLANNER

POSITION CODE: 23150  
Effective: 11-1-98

DISTINGUISHING FEATURES OF WORK:

Under direction, provides professional landscape planning services to an assigned region or a statewide program; conducts technical research studies of proposed or existing sites; prepares feasibility studies and management plans; provides technical assistance to staff; assists in preparation of the budget.

This class includes those obtaining experience necessary to qualify for registration as a Landscape Architect. Positions requiring the services of professional registered Landscape Architects are not properly allocated to this class.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides comprehensive landscape design services on capital improvement projects within an assigned region or a statewide program; conducts on-site inspections to determine landscape design factors and provide the most efficient utilization of agency properties.
2. Prepares feasibility studies and conceptual and schematic plans for proposed or existing sites within the assigned area of responsibility; conducts technical research studies to obtain necessary resource data; prepares project scope, cost estimates, specifications and graphics materials; participates in follow-up assignments to ensure projects are in compliance with agency specifications.
3. Participates in multidisciplinary task forces; reviews and evaluates technical resource data obtained through construction site investigations, property inspections and analysis, and research studies; ensures compliance with task force recommendations.
4. Provides technical assistance to field staff in the implementation of master management plans; consults with site managers regarding specific land management problems and develops plans for site construction projects to ensure uniform construction and safety standards are maintained; participates in public meetings relating to division projects or programs.
5. Assists in the preparation of the capital budget for assigned region or program; reviews and prioritizes plans design projects.
6. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## LANDSCAPE PLANNER (Continued)

### Education and Experience

Requires a bachelor's degree in landscape architecture.

### Knowledges, Skills and Abilities

Requires working knowledge of landscape architectural theory, principles and practices.

Requires working knowledge of methods and procedures used in the analysis of land, water, soil, vegetation and climate for land use planning purposes.

Requires working knowledge of research methods, procedures and techniques.

Requires elementary knowledge of drafting methods, procedures and techniques.

Requires elementary knowledge of methods, procedures and techniques utilized in the preparation and maintenance of technical projects and files and reports.

Requires elementary knowledge of methods and procedures used in the preparation of master management plans and feasibility studies for land facility utilization.

Requires elementary knowledge of methods, procedures and techniques utilized in conducting on-site inspections of agency properties.

Requires elementary knowledge of methods and procedures utilized in developing project plans and specifications.

Requires elementary knowledge of federal and state environmental protection statutes and regulations.

Requires ability to develop comprehensive master management plans.

Requires ability to conduct on-site inspections to determine program specifications.

Requires ability to provide technical assistance to field personnel and staff.

Requires ability to prepare and maintain project files and reports.

Requires ability to analyze various environmental factors for landscape design purposes.

Requires ability to determine environmental impact of landscape projects.

Requires ability to effectively communicate in oral and written form.

Requires ability to maintain satisfactory working relationships with agency personnel.