



Job Title: Landscape Architect Associate	Job Type: Direct Hire
Location: LAUSD – Los Angeles, CA	Deadline to Apply: July 29, 2021
Estimated Duration: Until 11/30/23	Job Type: e-mail jobs@pacificaservices.com

Roles and Responsibilities

- Provide CAD assistance for in-house landscape design projects and greening projects.
- Provide design assistance for in-house landscape design projects and greening projects.
- Develop and process Design Service Proposals for landscape design projects.
- Project coordination with in-house design managers, engineers, and architects for landscape design projects and greening projects.
- Project coordination with LAUSD Technical staff, project planning staff, and Maintenance and Operations staff for design projects and greening projects.
- Project coordination with school principals, teachers, non-profit groups, and parent groups for landscape design projects and greening projects.
- Project coordination with task order architects, landscape architects, and engineers for landscape design projects and greening projects.
- Organize and maintain all project documents and pictures in project folders.
- Provide technical and project support using project tracking database.
- Pre-design site visits for landscape design projects and greening projects.
- Construction inspection site visits for all landscape design projects and greening projects.
- Deliver project documents to field supervisors.
- Assist in grant applications.
- Assist in compiling information/maintaining & updating greening database of garden projects.
- Performs other relevant duties as assigned

Minimum Requirements

Required Education:

- Graduation from a recognized college or university with a bachelor's degree in Landscape Architect

Required Experience:

- Three (3) years professional experience in landscape architectural design on commercial and public agency projects, specifically school or university projects
- Experience with AutoCad design software system
- Proficiency in computer office software (Word, Excel, Adobe, etc.)
- Experience with graphic design and rendering software (Adobe Suite, Photoshop, others)

Additional Requirements:

- Extensive experience in AutoCad and Adobe Suite (Photoshop, Illustrator, InDesign)
- Revit, Rhino and Lumion experience is preferred
- Proficiency in hand drawing

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

Skills:

- Strong design skills and a passion for creativity
- Strong organizational skills
- A high degree of self-motivation, flexibility, and resourcefulness
- Knowledge of planting design, materials, and technical aspects of landscape architecture
- Review of construction documents, specifications and contracts
- Construction administration experience, as well as experience coordinating with a range of consultants including civil, electrical, and structural engineers
- Strong written and verbal communication and collaboration skills.

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