



Code: 5432

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

CLASS TITLE: CHIEF LANDSCAPE PLAN EXAMINER

CHARACTERISTICS OF THE CLASS

Under general supervision, works at the technical professional level performing specialized landscaping plan reviews and functions as a working supervisor on a broad range of municipal street and facility projects, and performs related duties as required

ESSENTIAL DUTIES

- Plans and participates in meetings with planners, engineers, and architects to discuss landscape specifications of construction projects
- Oversees and participates in the compilation and analysis of data (e.g., soil, vegetation, drainage) affecting the environmental impact of landscaping projects
- Plans and develops landscape designs on large-sized, complex projects using computer aided drafting and design software
- Functions as team leader in the coordination of internal and contracted landscape architect activities
- Prepares and reviews detailed plans, drawings, and specifications prepared by consultants or contractors applying for permits to ensure compliance with contract requirements, project standards and City ordinances
- Reviews and approves payment vouchers submitted by contractors, ensuring requests reflect work performed according to contract specifications
- Compiles and prepares comprehensive reports on the status of landscaping projects
- Coordinates and participates in the training of landscape plan examiner staff
- Provides technical assistance to lower level staff on atypical or problematic projects

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 three (3) years of landscape architecture experience, **OR**
- Graduation from an accredited college or university with a Master's degree or higher in Landscape Architecture or a directly related field, plus two (2) years of landscape architecture experience

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

Considerable knowledge of:

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

Some knowledge of:

- *applicable mathematical principles and applications
- zoning code ordinances
- building permit policies, procedures and regulations

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

Other knowledge as required for successful performance in the Senior 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
- *COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- *JUDGEMENT AND DECISION MAKING – Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Senior 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
- VISUALIZE - Imagine how something will look after it is moved around or when its parts are moved or rearranged
- DEMONSTRATE ORIGINALITY – Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem

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

Other Work Requirements

- LEADERSHIP - Demonstrate willingness to lead, take charge and offer opinions and direction
- ATTENTION TO DETAIL – Pay careful attention to detail and thoroughness in completing work tasks
- INNOVATION – Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- ANALYTICAL THINKING – Analyze information and using logic to address work or job issues and problems

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.

City of Chicago
Department of Human Resources
June, 2014; March, 2018; April, 2025