
LANDSCAPE ARCHITECT

JOB DESCRIPTION

FLSA Status: Exempt

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OUR COMPANY

With over 50 years of prior success, Kaestle Boos Associates is a thriving multidisciplinary (Architecture, Interior Design, Landscape Architecture) firm with offices in Connecticut, Rhode Island, and Massachusetts. We specialize in state-of-the-art Public Schools, Public Safety and Outdoor Recreation Facility projects throughout Southern New England. We pride ourselves on our staff-centric culture and fast-paced, innovative, collaborative culture. KBA is an Employee-Owned Company providing all staff members with opportunities for additional financial rewards in alignment with the Company's success. We offer a competitive benefit package, a Hybrid work model, and learning and growth opportunities through mentorship, ongoing performance feedback initiatives, and training opportunities.

POSITION SUMMARY:

This position can be located in Foxborough or Boston and requires 3 days-per-week on site. Primary responsibilities include production and management of the landscape component of KBA's large commercial and public projects and creating high-quality graphics and construction documents. This role is also responsible for effectively managing a landscape production team to optimal outcomes. Through close collaboration with the Project Manager (PM), the Landscape Architect conducts and prepares all aspects of the landscape and site design with limited oversight. Communicating with the internal KBA project team, clients, and consultants, the LA serves as an integral part of a project's success including completion of on-time, on-budget projects.

ESSENTIAL RESPONSIBILITIES

- Accurately produce site and landscape design concepts, graphics, construction documents, and specifications as scheduled and to defined standards
- Effectively articulate the program, site design intent and overall project concept through the development of the drawings and rendered graphics
- Collaborate with Project Managers (PM) and in-house project team of Architects, Landscape Architects, and Interior Designers, as well as other disciplines and outside consultants in the preparation of high-quality design concepts, development, and final design documents
- Work closely with the Project Team to Incorporate selected products, materials and systems, and to accurately develop all required details inherent therein
- In coordination with site consultants, prepare and obtain regulatory approvals



ONGOING DUTIES:

- Coordinate all site design elements with the architectural team and site consultants to prepare designs that meet the project goals
- Conduct periodic Quality Control (QA/QC) check reviews for all site design related drawings and specifications
- Conduct and assist the project team with research of site materials and product data
- Develop drawings consistent with the office standards; review all proposed deviations from standards with the department managers and resolve/obtain approval as appropriate
- Refine and evolve practices and standards to increase productivity and efficiency
- Incorporate required changes and revisions received from the PM and PA
- Produce and coordinate all site addenda sketches
- Conduct site visits and review work in progress for conformance with Construction Documents and Specifications and prepare Site Visits Reports
- Prepare documentation for and attend coordination meetings
- Conduct and prepare site punch lists
- Coordinate all building systems with the architectural intent to meet the project goals.
- Produce periodic progress check sets for the PA to review
- Incorporate and coordinate all revisions from progress check sets with the Project Team
- Maintain and update the drawing completion list for periodic review by the PA, in conjunction with the project schedule.
- Ensure consultant drawings meet appropriate KBA standards.
- Coordinate and assemble submission sets for Owner review, Agency review, Phase Completion and Bidding, as well as any additional interim sets requested by the Project Manager (PM) or PA.
- Proof drawings prior to publications to ensure highest standards are published

CONSTRUCTION ADMINISTRATION DUTIES

- Solicit regular updates from the PM, PA and Construction Administrator on construction progress and issues related to the construction drawings
- Assist the PA with submittal reviews.
- Assist the PA with the generation and coordination of Architect's Supplemental Instructions
- Request for Information, Proposal Requests, Construction Change Directives required sketches.
- Incorporate revisions into the office set of record Contract Documents.
- Maintain digital set of Contract Documents

MANAGEMENT DUTIES

- Effectively manage staff including fostering a team-based culture, appropriately onboarding new staff, fostering 2-way communication, and actively resolve issues or questions
- Provide proactive coaching, development, and mentoring of staff
- Accurately measure staff performance and provide appropriate, ongoing, meaningful feedback
- Motivate staff to produce and deliver quality, timely outputs
- Participate in and adhere to all KBA management processes
- Actively collaborate with other KBA managers as required to manage/enhance staff performance



- Participate in Manager development programs, model KBA values, professional and cultural expectations, and enforce KBA policies and practices

OTHER DUTIES

- Embody all KBA values
- Abide by all KBA policies
- Contribute positively to the KBA culture
- Perform other duties as assigned

REQUIREMENTS

- Minimum of a Bachelor's Degree in Landscape Architecture is required
- Minimum of 8 years of experience in the Landscape Architecture field is required
- AutoCAD, Microsoft Suite, and Adobe Suite is required
- Previous people management experience is required with the ability to inspire, mentor, coach, and effectively direct other people
- Must possess high level of personal Integrity and Responsibility
- Must possess passion for and deep sense of design excellence
- Must project authentic personal confidence and project 'likability'
- Must have deep understanding and respect for the economics of our firm and profession
- Excellent organizational and record-keeping skills are required
- Very strong communication skills are imperative including proactive listening, verbal, and written
- Demonstrated creative critical thinking and ability to work collaboratively within cross-functional teams are critical
- Autonomy, initiative, a team-oriented attitude, and proactive approach are required
- Demonstrated ability to effectively juggle multiple priorities at once, graciously pivot, and work at a fast pace are required
- Effective time management, ability to organize several moving parts, detail-orientation, with focus on quality and deadlines is required
- Professional Landscape Architecture Licensure is preferred
- Experience with projects in the municipal industry is strongly preferred
- Experience working within a multi-disciplinary firm and collaboration with multiple disciplines, both internal and external consultants is preferred

This is not an exhaustive or all-inclusive detailing of responsibilities for this position. This job description is intended for summary purposes only and KBA reserves the right to amend the job duties at any time for any reason. Employment at KBA is At Will and this Job Description is intended to highlight the duties of this role. It does not guarantee continued employment.

Signature

Date