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## LANDSCAPE STUDIO

## DESIGN PROFESSIONAL, LEVEL 1

### JOB DESCRIPTION

FLSA Status: Exempt

Date Issued: 2026

Page: 1 of 2

### POSITION SUMMARY

This individual is responsible for working within the Landscape Architecture design team and contributes to the production of landscape design and documentation through all phases of assigned projects. Landscape Design Professionals will proactively work with project consultants to coordinate schedules and project documentation to limit work errors and omissions, as well as demonstrate an advancing ability to verbalize design issues to other project stakeholders. The role has potential for growth and can be located in New Britain CT, Foxboro MA, or Boston MA.

### SCOPE

- This position is advancing toward a thorough knowledge of design phases, schedules, client as well as contractor needs and requirements as well as toward a mastery of the application of KBA standards.
- Assist in the creation of designs that are aesthetically pleasing, constructable, durable, cost effective, and appropriate for specific projects and clientele
- Perform project tasks and initiatives through all phases of design with some oversight.
- Support the entire design team including consultants
- Demonstrates an increasing knowledge of principles and concepts of Landscape Architecture and applies them to project work
- Research, design, and documentation within KBA standards
- Evolve site design techniques, requirements and construction layout standards

### RESPONSIBILITIES

- Produce schematic design renderings that easily illustrate design intent to the Owner and public
- Produce detailed, accurate construction drawings and details for bidding and construction
- Demonstrate an increasing knowledge of construction standards, building and accessibility requirements as they apply to landscape design
- Identify and communicate potential technical and schedule issues that may affect performance.
- Meet project schedules and deadlines
- Assist the landscape project team with research of materials, techniques, design requirements and other product data
- Demonstrate an increasing ability to understand and apply company standards for all content within construction documents for the interiors portion of the set
- Assist in coordination of consultant work for successful end-results
- Assist in permitting research and preparation of Local and environmental site permitting applications with some assistance
- Assist in the organization and upkeep of landscape product documentation and samples
- Incorporate all changes, redlines, markups and revisions assigned



- Prepare drawings and materials for presentations and meetings with some assistance and attend/participate at the discretion of the project manager
- Take and prepare clear and concise meeting notes and deliverables for record throughout all phases of the project
- Assist with the production and coordination of Landscape-related addenda or change sketches as assigned
- Apply a knowledgebase of construction materials, methods and techniques in the production of design documentation for Landscape Architecture scope of work with some assistance (technical, visual, and communication)
- Assist with business development, marketing and client development efforts
- Assist with Construction Administration support including reviewing and responding to submittals, RFI's, Shop drawing reviews, sketches, and punch lists
- Attend periodic site visits and review work in progress for conformance with construction documents and specifications. Assist in the preparation of field reports
- Incorporate all changes, redlines and revisions assigned
- Meet all project schedules and deadlines
- Deliver thorough, completed, self-checked work on time
- Continually enhance professional knowledge and technical skills
- Contribute positively to KBA culture
- Embody KBA values and encourage others to do the same
- Follow and comply with KBA guidelines & policies

## **REQUIREMENTS**

- Minimum: Bachelor's Degree from an accredited Landscape Architecture program
- Ability to problem-solve and apply solutions using common design and construction materials and procedures
- Proficiency in AutoCAD, AutoCAD civil 3d, Microsoft and Adobe software Suites. Proficient experience with Photoshop, PowerPoint, and Bluebeam software
- SketchUp and Revit skills are a plus
- Increasing ability to produce graphically accurate illustrative drawings and renderings.
- Some knowledge of building, permitting and environmental codes as they apply to site development and site planning, and familiarity with relevant resources
- Experience with bidding and contract processes and requirements
- Awareness of contract requirements, construction and design law and liability concerns

This is not exhaustive detailing of responsibilities for this position. This job description is intended for summary purposes only and KBA reserves the right to amend the job description or assign other job duties anytime. Employment at KBA is At Will.

*Signature*

*Date*