



LANDSCAPE STUDIO

DESIGN PROFESSIONAL, LEVEL 2

JOB DESCRIPTION

FLSA Status: Exempt

Date Issued: 2026

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POSITION SUMMARY

Works within the Landscape Architecture design team and contributes to the production of landscape design and documentation through all phases of assigned projects. This position imparts deep knowledge of design phases, schedules, and client and contractor needs; Design Professional 2's apply KBA standards and frequently problem-solve using common design and construction materials, procedures, as well as resourcing outside consultants and contractors as appropriate. The role has potential for growth and can be located in New Britain CT, Foxboro MA, or Boston MA.

SCOPE

- This position supports all other internal disciplines including architecture, Interiors, consultant and others
- Works on assigned tasks including research, design, and documentation within KBA standards
- Does assigned work on projects through all phases of design with limited oversight
- Applies technical skills to complete work within the project team
- Develops knowledge of principles and concepts of Landscape Architecture and applies them to project work
- Assist in permitting research and preparation of Local and environmental site permitting applications
- Evolve site design techniques, requirements and construction layout standards
- Assist in the organization and upkeep of landscape product documentation and samples

RESPONSIBILITIES

- Assist in the creation of designs that are aesthetically pleasing, constructable, durable, cost effective, and appropriate for specific projects and clientele
- 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
- Identify and communicate potential technical and schedule issues that may affect performance
- Lead and assist the landscape project team with research of materials, techniques, design requirements and other product data
- 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
- Prepare drawings and materials for presentations and meetings 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
- Produce and coordinate Landscape-related addenda or change sketches as assigned
- Assist with business development, marketing and client development efforts



- Provide Construction Administration support including assistance in 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
- Deliver thorough, completed, self-checked work on time
- Incorporate all changes, redlines and revisions assigned
- Meet all project schedules and deadlines
- 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
- 3+ years related experience with municipal, educational, or institutional Landscape Architecture
- High 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.
- Ability to produce graphically accurate illustrative drawings and renderings
- Knowledge of building, permitting and environmental codes as they apply to site development and site planning, and familiar with relevant resources
- Experience with bidding and contract processes and requirements
- Awareness of contract requirements, construction and design law, and liability concerns is required

This is not an 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