

CAMPUS PLANNER SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>
0146(3052)	Campus Planner I	01	010	6 mo.	09/12/90
0147(3052)	Campus Planner II	01	010	6 mo.	09/12/90

Promotional Line: 167

Series Narrative

Employees in this series perform professional-level work pertaining to campus landscape and site-improvement projects, such as writing reports, drafting, preparing working drawings, and developing proposals and cost estimates. The work requires a knowledge of landscape planning and analysis, including an understanding of related area (such as horticulture, agronomy, drainage, and site construction).

Work at the higher level requires the ability to work independently, the ability to communicate with other university staff members to coordinate resources and responsibilities, and the ability to make public presentations concerning landscape design projects and proposals. The work may also require overseeing on-site construction work and the supervision of draftsmen, students, or subordinate employees.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Campus Planner I

0146(3052)

Employees at this level perform entry-level professional campus-planning duties. They apply principles and practices of landscape architecture and site planning to projects of limited scope. They work under general supervision of a designated supervisor.

A Campus Planner I typically –

1. assists, as directed, in preparing studies, working drawings, cost estimates, and specifications for site improvements
2. participates in field inspections and, as directed, provides on-site supervision over layout and quality of site construction and planting improvements
3. assists in the preparation of reports and recommendations on specific landscape problems
4. prepares basic graphic presentation materials for reports
5. provides mechanical and/or computer-generated drafting for various projects
6. may supervise students or employees of lower rank
7. performs other related duties as assigned

Level II: Campus Planner II **0147(3052)**

Employees at this level are responsible for and perform planning, design, and drafting for a variety of landscape and site-improvement projects; they may also supervise subordinate employees. They work under administrative supervision from a designated supervisor.

A Campus Planner II typically –

1. prepares studies for presentations, working drawings, cost estimates, specifications, and contract documents for landscape plantings and related improvements
2. conducts field inspections and provides on-site supervision over layout and quality of landscape construction and planting improvements
3. consults with and advises supervisory personnel of grounds maintenance crews to coordinate improvements, replacements, and maintenance practices
4. prepares reports and recommendations on specific landscape problems
5. gives oral presentations to campus and community groups
6. prepares graphic presentation materials
7. provides mechanical and computer-generated drafting for various projects
8. supervises employees of lower rank
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Campus Planner I** **0147(3052)****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. (A) Bachelor's degree in landscape architecture

or
- (B) Bachelor's degree in horticulture that included or was supplemented by one college course in drafting, one college course in landscape construction, and two college courses in basic design

or

- (C) three years of progressively responsible/advanced experience and/or training that provided a knowledge of generally accepted principles and practices used in the fields listed in A or B above and application of these principles and practices to practical problems in the fields. The experience/training must have been of such scope, level, and quality as to assure the applicant's overall ability to undertake campus planning duties and must be evaluated on the basis of their/its comparability to the training normally provided in the college programs cited above¹

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of site planning, analysis, and design, including related areas in horticulture, agronomy, drainage, and site construction
2. ability to assist in performing design, studies and graphic presentations, working drawings, specifications, and cost estimates
3. ability to prepare mechanical and computer-generated drafting
4. ability to work effectively with other staff and the public

Level II: Campus Planner II

0147(3052)

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. possession of credential requirement 1 listed for the Campus Planner I
2. two years of professional experience in the preparation of planning/design documents with a professional office or agency in addition to the training/experience covered in requirement 1 above

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. working knowledge of site planning, analysis, and design, including related areas in horticulture, agronomy, drainage, and site construction
2. ability to perform design, studies and graphic presentations, working drawings, specifications, and cost estimates
3. ability to prepare mechanical and computer-generated drafting
4. ability to prepare and present oral and written reports

¹ In substituting experience and/or training for college programs, as provided above, it is recommended that, in order to ensure consistent application of these qualifications, the evaluation and verification of an applicant's experience and/or training be accomplished through the cooperative effort of persons experienced in the fields and the personnel office in a manner that will preserve the applicant's anonymity.

- 5. ability to work effectively with other staff and the public

Campus Planner I	Revised
Campus Planner II	Revised