



Landscape Architecture

Urban Design

Community Planning

Civil Engineering

SAA Entry Level Landscape Architect

Position summary

This is an entry-level position intended to refine basic skills for project implementation. This position is responsible for assisting in the preparation of documents for projects of limited scope under the direction of the Project Manager or Assistant Project Manager. As part of the project development responsibilities, this position is expected to perform limited quality control and time/cost management. This position also participates in office business development activities.

Project Development and Implementation

- Prepare project site analyses, including research, preparation of plans, and written text summarizing findings.
- Prepare schematic design plans, including design alternatives, design sketches, and plan sections.
- Prepare presentation plan renderings, sections, and illustrations.
- Assist in the preparation of design development plans, including layout, grading, landscape, erosion control, and design details.
- Assist in the preparation of construction plans.
- Research and prepare project cost estimates.
- Assist in construction review.
- Assist in the preparation of design master plan reports, including the preparation of plan graphics and report text.
- Assist in project closeout activities per company standards.

Quality Control

- Review and check all work products for completeness and accuracy before submitting them to the project manager.
- Identify work-related problems and notify supervisor.
- Make recommendations to resolve problems, if appropriate.
- Assist in problem resolution, if appropriate.

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Time/Cost Management

- Monitor progress against assigned budget, identify problems, and recommend solutions.
- Restructure personal work effort in response to available budget and time, if necessary.

Business Development

- Assist in making contacts to identify potential clients.
- Assist in assembling proposals.
- Assist with special business development project assignments.

Qualifications

- A Bachelor's Degree in landscape architecture from an accredited school.
- Internship or other work experience is preferable.
- Computer-assisted design and drafting.
- Good hand graphic and plan presentation skills.
- Effective oral and written communication skills.
- Good problem-solving and decision-making skills.
- Effective time management skills.
- Good organizational skills.
- A valid driver's license and personal vehicle are needed to perform this job.

Contact Information

Mr. Tony Maglio, Business Manager
Schreiber/Anderson Associates
717 John Nolen Drive
Madison, WI 53713

Submittal Requirements

- Resume
- One page cover letter stating goals and expectations
- Portfolio (no larger than 11" x 17", black/white or color, hard copy only)

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