

## Job Description: Landscape Designer/Architect

**Reports to:** Owner

**Purpose:**

The Landscape Designer (or Architect) is responsible for preparing accurate, highly creative landscape design solutions to suit a variety of site conditions and client preferences. The primary focus is on designing uniquely desirable living spaces, diverse in style, within a rugged, naturalized environment.

### Job Summary – THE 3R's

**Role:**

- Landscape Designer/Architect

**Responsibility:**

- Effectively uncover client needs and provide compelling solutions.
- Thoroughly perform site inventories.
- Efficiently create uniquely desirable, artistic and inspirational landscape designs.
- Accurately prepare construction drawings and takeoffs.
- Demonstrate and maintain a high knowledge of landscape trends, features and techniques.

**Result:**

- The Hutten & Co. brand is recognized as a highly creative, artistic, yet practical firm that provides uniquely desirable landscape design solutions, produces artistic work in a timely fashion, and maintains a high level of accuracy and creativity.

### Metrics to Measure Results:

Success in this position will be measured by:

- **Performance Review Score** – for design creativity, quality and accuracy.
- **Company CRM** – for days spent in progress for design efficiency.
- **Client Reviews** – for delivering on brand promise, expectations, and ability to problem solve.
- **Job Cost Report** – for the consistent delivery of buildable projects with complete and accurate information.



## **Detail Overview of Responsibilities:**

1. Effectively uncover client needs and provide compelling solutions
  - Maintain effective use of design questionnaire
  - Meet with client to understand objectives, needs, wants and wishes.
  - Communicate with highly effective questions and problem-solving skills.
  - Provide alternate solutions where required, and be open to client preferences.
  - Maintain the use of practical, buildable solutions.
  - Periodically assist with the sale of final project
  
2. Thoroughly perform site inventories.
  - Visit site to measure existing buildings, features, grades and elevations, and other critical dimensions.
  - Accurately identify all existing plant material.
  - Utilize lot plans, surveys, and interactive online mapping resources to collect additional property information.
  - Demonstrate strong understanding of building regulations, code and bylaws, Conservation Authority regulations and MNR restrictions.
  - Prepare base plans with all relevant information.
  
3. Efficiently create uniquely desirable, artistic and inspirational landscape designs.
  - Demonstrate a natural ability to hand sketch conceptual plans and hand renderings
  - Produce artistic, creative, and attractive designs with appropriate layout and flow.
  - Consider highly value engineered solutions, practical in nature where required.
  - Demonstrate strong time management and production efficiency throughout creative process.
  - Confidently utilize all required technology and software to prepare final landscape drawings.
  - Effectively produce 3d renderings of construction details by hand or computer, as required.
  - Demonstrate a high level of diversity and flexibility in design style.
  - Show a natural interest in connecting living spaces within a rugged environment, using a variety of materials, textures, features and layout styles.
  
4. Accurately prepare construction drawings and takeoffs
  - Prepare compelling conceptual plans for budget, including alternate solutions.
  - Prepare highly detailed and accurate final construction plans, including site details, base plans, grading and drainage features, additional overlays such as lighting, etc.
  - Prepare full planting plans with appropriate plant specifications.
  - Provide thorough quantity takeoffs for estimating.
  - Assist with full estimation of project utilizing LMN software.

5. Demonstrate and maintain a high knowledge of landscape trends, features, and techniques.
  - Demonstrate a high working knowledge of horticulture, plant identification and specification.
  - Demonstrate a strong understanding of all hard and softscape features found within the landscape, including but not limited to patios, retaining walls, pools and spas, water features, decks, pavilions, pergolas, plantings, lighting, etc.
  - Demonstrate a strong understanding of current interior and exterior design trends.
  - Visit trade conferences, interior and exterior design shows, and collect new resources
  - Design specs
  - Participate in building relationships through networking, peer groups, trade associations, and conferences.

## **Key Success Behaviours, Skills and Requirements:**

### **Behaviours:**

- Aligned with Hutten & Co. Core Values of Knowledge, Optimism, Relationships, Passion.
- Demonstrates ambition and creativity.
- Shows initiative as self-starter.
- High attention to detail in technical specifications and written communication
- Highly alert, and demonstrates problem solving skills.
- Highly structured in organization and time management
- Driven to improve efficiencies, with ability to work under pressure and tight deadlines
- Innovative and focused on learning and self improvement
- Intuitive, critical thinker
- Ability to work independently, and as part of a team

### **Skills:**

- Strong interpersonal and communication skills.
- Exceptional hand graphics and sketching ability.
- Strong in Horticulture
- Fluent in CAD, Dynascape, and Microsoft Office Suite
- Competent with Quickbooks Accounting, and LMN software
- Ability to present an effective design proposal, both verbally and in writing
- Advanced ability to read and interpret blueprints and specifications
- Excellent knowledge of specific materials, methods, tools, equipment and techniques required to complete required tasks efficiently and competitively
- Strong in math
- Desire to embrace and use technology
- Effective communication skills (both verbal and written in English)



- Demonstrates effective time management skills
- Hold and maintain a valid driver's license.

**Requirements:**

- Exceptional portfolio of previous design experience.
- Bachelor's degree (B.A) from four year College or University Program  
OR,  
Five or more years of industry related design experience and training
- A degree in Landscape Architecture, or BCIN is a plus.