

Landscape Designer/Architect

Reports To: Lead Landscape Architect

Position Summary: A full-time position that supports and contributes to the design and production teams in both the Design/Install and Fine Gardening departments with accuracy and an attention to detail in drafting/editing landscape designs, producing/organizing supporting documentation, ordering/tracking special material orders, and producing accurate estimates.

Essential Responsibilities:

- Work with lead designer for overall direction, guidance, and input.
- Collaborate with and take direction and feedback from multiple designers for their projects.
- Perform site analyses, including taking accurate property measurements and photographs of sites.
- Prepare CAD design drawings of landscapes by starting with concept sketches, drafting, and refining them to finished presentation drawings, styling boards and reference images.
- Pre-prepare computer generated 3D renderings of projects.
- Generate accurate estimates and contracts that calculate the accurate costs of materials, labor and equipment ensuring that gross profit goals are achieved.
- Review and understand sold contracts in order to place and track orders of special material items (e.g. containers, furniture, retractable shades, fire features, water features, décor).
- Code and submit receipts and invoices on a regular basis.
- Produce and continuously update production packets and project spreadsheets for each client working with designers, project manager, and wood shop operation manager.
- As directed, communicate regularly and efficiently with clients.
- Use CRM database to manage all accounts and communications a daily basis.
- Maintain and organize sample library.
- Organize and track images for styling images and client projects.
- Seasonally download and organize client project photos from the Google Photos files.
- Keep abreast of client problems, document in appropriate software, and provide pro-active solutions in a timely manner as able.
- Work cooperatively and jointly with all Topiarius staff to provide quality seamless client service.
- Collaborate and contribute to the creative process as a member of the Topiarius team by participating in company strategizing, working with internal and external partners, and making recommendations for changes to meet market trends, competitive threats or strategic plans.
- Attend and participate in weekly staff meetings.
- Coordinate pre-production project meetings.
- Attend project launch meetings as needed.

Essential Qualifications:

- Degree in Landscape Design or Architecture.
- 5+ Years' Experience (including school work/internship)
- Ability to handle *many* details accurately with strong organizational skills.
- Able to prioritize tasks and handle multiple responsibilities and projects simultaneously.
- Proficient with Personal Computers (PC's) and Microsoft programs.
- Proficient in CAD software.
- Proficient in Google SketchUp.
- Proficient in Adobe Illustrator and/or Photoshop.
- Skilled at free-hand drawings/renderings.
- Knowledge of horticulture and construction materials for Chicago's zone.

- Ability to take photos using camera or mobile phone.
- Thinks outside traditional design – “out of the box.”
- Excellent interpersonal, oral, and written skills.
- Strong interest in current design trends - loves learning.
- Strong commitment to meeting Topiarius’ quantitative and qualitative goals.
- Fluent in English.
- Personal commitment to Topiarius’ mission of creating awesome daily.

Other Qualifications:

- Experience / proficiency with Land F/X AutoCAD.
- Experience with LMN estimating software.
- Familiar with working in city environments.
- Expertise with "Green" technology and design.
- Experience in-field doing landscaping and construction.

NOTE:

Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.

This position is Grade B on Topiarius’ Exec. | Admin | Professional scale.

Hours and Compensation:

- Monday – Friday, approximately 8:30am – 4:30/5 pm.
- Exempt, Salaried Position \$47,000 - \$55,000.
- Opportunities to earn commissions through sales work.
- Option to enroll in medical insurance plan.
- Option to enroll in retirement plan after 1 year of service.
- Paid time off (PTO) and paid sick time.
- Paid IL and national dues for ASLA.
- Relocation not included.

Before Applying:

Visit Topiarius’ website (www.topiarius.com) to become familiar with our company. Review the full job description for this position at <https://www.topiarius.com/jobs/>.

Note: Topiarius is non-union shop.

To Apply:

No phone calls, please. Please send the following to JobOpportunities@topiarius.com.

- Resume (**as an attachment in MS Word or PDF format**).
- Cover letter explaining why you would be a good fit for this position (**in the body of the e-mail**).
- Portfolio of current work in landscape design, as well as, any personal creative projects.

Please note:

- Final candidates will be asked to show skills within various areas, such as but not limited to, AutoCAD, Google SketchUp, image management and editing, estimating, plant ID, and measuring a space.
- Final candidates may be required to undergo a background check.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or other status protected by applicable law.
- Nothing in this job description restricts the supervisor’s right to assign or reassign duties and responsibilities to this job at any time.
- This position is Grade B on Topiarius’ Exec. | Admin | Professional scale.