

# Landscape Designer

## Position Summary

With the guidance of company president and landscape coordinator, develops landscape designs and cost estimates and works with potential customers to promote profitable sales of nursery and related products, with sales and service to the customer as top priority.

## Regularly Assigned Duties & Responsibilities

1. Make prospect contacts. Work from assigned call slips. Call prospects to determine interest, provide general information, and set up appointment as appropriate.
2. Determine customer needs. Inspect the site of the proposed work, review customer ideas and design alternatives, discuss budget considerations, and define objectives.
3. Develop proposed designs. Utilize information concerning customer needs, product availability and suitability, and good design principles to create salable designs and complete scale drawings.
4. Develop cost estimates. Use published price information for varieties and sizes of product proposed along with labor cost estimates if installation is considered.
5. Review design and cost estimates with customers. Modify plans as appropriate to meet customer's desires, and finalize sales agreement.
6. Meet with landscape coordinator to review designs for installation. Visit sites to review installation progress or assist in staking.
7. Ensure that all contacts with customers are carried through in an ethical and business-like manner.
8. Have knowledge of available landscape aids and accessories that can be sold with the plan--ties, stones, patio blocks, furniture, etc.
9. Keep abreast of industry developments through universities, trade press and visits to other nursery and landscape operations.
10. Perform other duties as assigned.

## Independent Decision-Making Requirements

1. Ability to recognize and meet customer's desires and to complete customer satisfaction.
2. Ability to reflect a positive attitude toward customers and fellow workers
3. Work at a productive rate.
4. Make decisions of benefit to customers and company to generate sales or carry out company policy.
5. Be able to adjust schedules according to equipment availability, weather, personnel, or other resource variations.

## Sources of Guidance Available

1. Special seminars and training sessions for product and personal skill development.
2. Periodicals and special product publications.

## Job Requirements

1. The ability to create formal and informal landscape plans.
2. Knowledge of plant material and their specific use is essential.
3. Good business decorum and the ability to work with the customer.
4. Have some experience and understanding of plants and their maintenance.
5. Have some construction background.
6. Formal training or equivalent experience in Landscape Horticulture and Landscape Design.

**Normal Work Environment**

1. Excessive noise from power equipment, saws, etc. (personal protective equipment available).
2. Extreme temperature conditions according to outside weather conditions.
3. Exposure to chemicals and insecticides.

**Physical Effort Required**

1. Heavy repeated lifting required.
2. Repeated stooping, climbing, bending, and reaching required.

**Employee may be assigned other duties by store manager or department manager, at other times when their department or job is not operating or during down season.**

**This job description is intended to serve as a guide to overall job assignments and as a tool to be used in establishing a sound rate of pay for work performed.**

**It should be borne in mind that a certain amount of overlapping of duties between jobs is necessary if complete departmental efficiency is to be attained. If therefore, because of the necessary overlapping, an employee in another job classification is asked to perform certain duties, listed in this job classification, it should not necessarily be construed to mean he/she is performing this overall job.**