



Job Posting

Position: Landscape Architect

Reports to: President/Owner and Sales Manager

Works With: Department Personnel, Department Managers, and Office Personnel

Position Summary / Chief Position Goals:

This sales position is responsible for the prompt and courteous follow-up of landscape design and construction leads, the creation and presentation of detailed architectural designs to clients, and assist Construction Manager in project management at the construction level. Position is responsible for timely, professional and efficient response to clients needs. Will work with design team to achieve all productivity and revenue goals.

Supervisory Responsibilities:

This individual will work closely with construction manager and foreman to manage projects. Will be responsible for interacting with client and construction team to achieve results. Must be able to efficiently and effectively communicate with vendors, employees, and clients and possess strong time management skills.

Duties & Responsibilities:

- Represent the company's best interest in all interaction and communication with clients, vendors, sub-contractors and co-workers at all times.
- Development of sales plan including conceptual designs and budgets for client presentations.
- Oversee and conduct field inspections prior to the finalization of landscape plans and as landscape projects progress to determine compliance with specifications.
- Responsible for revisions to construction plans and management of change order process with client to ensure proper paperwork is signed.
- Assist w/accounting team on the collection of outstanding balances.
- Assist President with lead generation and business development.
- Assist Construction Manager and Cost Accountant in reconciling job budgets.
- Work within clients' budget to achieve objectives.
- Collect detailed client information to be entered into company database in a timely and accurate manner.
- Be well organized and professional in appearance and action.

Required Qualifications:

- BA or BS (or higher) in Landscape Architecture or Landscape Design from an accredited university. Possession of a current landscape architecture license a plus.
- A passion and pride for the Green Industry and a commitment to providing "only the best" landscape architecture/design/build service.
- Five years of professional experience.
- Must possess a valid Colorado drivers license.
- Strong communication skills, both written and verbal.
- Strong computer skills, including CAD, Word and Excel.
- The ability to multi-task and handle frequent interruptions.

Preferred Qualifications:

- Possess horticultural background and have industry certification(s).
- Bilingual communication a plus.
- Thorough knowledge of ecological and environmental principles and products and their relationship to planning and design.
- A working knowledge of water management practices and BMP's a plus.
- Thorough knowledge of costs and uses of construction materials used in landscape design.
- Thorough knowledge of survey methods, equipment and topographical mapping.
- Ability to prepare complete plans, specifications, schedules, and cost estimates.
- Ability to make material and labor estimates and computations.
- Ability to make topographical surveys and prepare reports.

About the Company:

Designs By Sundown is an award-winning residential landscape architecture, construction, and maintenance company serving the front range of Denver for more than a quarter century. The company is dedicated to exceeding clients' expectations by providing uncompromising quality and workmanship combined with a responsive and knowledgeable staff. That philosophy has propelled the company to become one of Denver's most recognized and respected names in the industry.

Employees of Designs By Sundown are committed to excellence and have a passion and enthusiasm for the landscape industry. Only qualified applicants at the top of their field who possess the same passion and enthusiasm for this industry and take pride in their work need apply. Visit www.designsbysundown.com to learn more about the company and see examples of our work.

Please send resume via email to careers@designsbysundown.com or mail to:

Designs By Sundown
Attn: Human Resources
4501 S. Santa Fe Drive
Englewood, CO 80110
No phone calls please.