



**oldetowne**  
LANDSCAPE ARCHITECTS

Welcome Applicants!

We are excited and pleased to be accepting applications here at Oldetowne Landscape Architects.

The “Designer/Draftsman” role is a critical position within our company and due to the extensive client, vendor, contractor, etc. interactions and relationships within our organization it is an especially critical seat. We are looking for well-organized individuals who will be able to stay with a project from beginning to end.

Oldetowne centers itself around the craft of our industry. Our work showcases true materials, mostly straight from nature, and the craftsman’s hands that discover their art. The focus is on the details, and we pride ourselves in the results. Oldetowne’s target clientele is high-end residential, but we do find ourselves in high priority commercial/public work that appeals to our niche.

If you are an individual who is not scared of a challenge and up for learning the technology of today and the tools of yesteryear than I would love to talk. We are looking for summer internships as well as full-time positions. Please forward your resume and portfolio to [jared@otlinc.com](mailto:jared@otlinc.com) or feel free to call 240.367.6853.

We look forward to hearing from you and exploring the possibilities.

Sincerely,

Jared J. Herman, PLA  
President



## **SCOPE OF WORK & EXPECTATION OF DUTIES**

### **LANDSCAPE DESIGNER/DRAFTSMAN**

**Summary:** The goal of this position is to design and build client projects with the same branding and style Oldetowne represents.

#### **I. Duties and Responsibilities**

The Design Process is in nature a dynamic and subjective process and in being so is difficult to capture its responsibilities and steps throughout the process. While we understand and celebrate that everyone might have their own way of ending at the same result it is expected that Landscape Designers shall:

- Serve as a client correspondence throughout the term of projects
- Be responsible for projects full path beginning with basemap development and ending with installation oversight.
- Maintain a cohesive design narrative and format to the style and brand of Oldetowne
- Maintain a professional appearance and atmosphere

#### **II. Accountability and Position Role**

Landscape Designers work along side all other positions in the team.

This position is an associate position in the company and requires the coordination and cooperation with:

- Clients and Client Representatives
- Project Managers, Project Foreman, and Crew Leaders
- Vendors and Sub-Contractors
- Professional Service Providers (*Engineers, Surveyors, etc.*)

#### **III. Skills, Qualifications, And Educational Requirements**

Landscape Designers are required to have:

- Business/equivalent degree; or high school diploma with multiple years of design experience
- Knowledge in AutoCAD preferred or other design software
- Knowledge in SketchUP preferred or other 3D design software
- Knowledge in Lumion preferred or other high performance rendering engines
- Knowledge and ability to portray and represent ideas graphically
- Knowledge of plant material
- Knowledge of building practices and their materials



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**IV. Time and Compensation**

Daily work begins at 9:00am and ends at 5:00pm. Due to the dynamic duties associated with this position due to client availability and the nature of the design process this period is flexible. Dress code is business professional.

**Full-Time Salary** - \$50k-\$60k Annually (based on experience)

**Internships** - \$15.00 - \$18.00 Hourly (based on experience)

**Personal Time** - 2 Weeks Annually

*1st Week available immediately.*

*2<sup>nd</sup> Week accrued after 6 months.*

**Benefits** – Company Retirement Plan

*Eligible after (1) year of employment*

*Company match up to 3% salary*

**ACCEPTANCE OF OFFER**

I hereby accept this offer of employment and understand the scope and expectation of duties to be performed. I understand that the state of Maryland is an "at will" state meaning; In Maryland, employees work "at the will" of their employers. This means, in the absence of an express contract, agreement or policy to the contrary, an employee may be hired or fired for almost any reason -- whether fair or not -- or for no reason at all.

APPLICANT \_\_\_\_\_ date \_\_\_\_\_

Oldetowne Landscape Architects Inc. \_\_\_\_\_  
Jared J. Herman - President