



温州肯恩大学
WENZHOU-KEAN UNIVERSITY

岗位说明书——工程管理岗（景观绿化专业）

所属部门：校建部

汇报机制：校建部主任

岗位职责：

1. 负责校园工程景观园林工程设计工作的技术把关和协调工作，能根据学校景观总体规划要求协调各分地块不同设计公司之间的景观园林设计，确保校园总体规划意图的实现；
2. 能根据学校建设需求开展局部空间的景观或园林工程设计，协助组织景观园林设计各阶段的内部会审；
3. 协助办理工程前期阶段各类审批及招标工作等手续；
4. 负责景观园林绿化专业工程的施工质量、安全等监管工作；
5. 完成领导交办的其他工作。

必备条件：

1. 本科及以上学历，景观或园林绿化相关专业；
2. 三年及以上工程现场管理经验或设计工作经验；
3. 具备优秀的专业技术知识能力，并熟悉国家省、市工程建设的法律、法规、规范和工程建设程序，掌握行业业务管理相关知识，掌握本专业技术知识；
4. 熟练运用 AutoCAD、SketchUp 以及 PhotoShop 等绘图软件，有一定的手绘草图能力，具备创新设计理念；
5. 坚持原则，廉洁奉公，具有良好的团队协作精神。

优先条件：

1. 中级（含）以上技术职称，或持有一级建造师、一级注册消防工程师、监理工程师等可聘任为工程师职称的工程技术专业职业资格证书；
2. 有海外留学及工作背景者优先考虑；
3. 有较好的中英文书面和口头表达能力。



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Job Description - Engineering Management Position (Landscape Greening)

Department: Campus Planning & Construction

Report to: Director

Responsibilities:

1. Be responsible for the technical check and coordination of the campus landscape engineering design, and coordinate the landscape design between different design companies in each plot according to the requirements of the campus landscape master plan to ensure the realization of the campus master plan intention;
2. Be able to carry out local space landscape or garden engineering design according to campus construction needs, and assist in organizing the internal review of each stage of landscape garden design;
3. Assist in handling various approval and bidding procedures in the early stage of the project;
4. Be responsible for the supervision of construction quality and safety of landscape landscaping projects;
5. Complete other tasks assigned by the leader.

Required:

1. Bachelor degree or above, major in landscape gardening or related;
2. At least three years of working experience as civil engineering site management personnel or landscape designer;
3. Possess excellent professional technical knowledge and ability, and be familiar with the national, provincial and municipal laws, regulations, norms and engineering construction procedures, master the relevant knowledge of industrial management, and master professional technical knowledge;
4. Be familiar with drawing software such as AutoCAD, SketchUp and PhotoShop, and have a certain hand-drawn sketching ability;
5. Specific and good teamwork spirit, with mature and innovative design concepts.

Preferred:

1. Candidate who has intermediate (inclusive) technical titles or above, or hold a professional qualification certificate of engineering technology that can be employed as engineers, such as first-level construction engineer, first-level registered fire engineer, supervision engineer, etc.
2. Candidate who has background of studying or working abroad.
3. Candidate who has ability of written and oral expression in English;