



CLASSIFICATION DESCRIPTION

TITLE: LANDSCAPE SPECIALIST

JOB CODE: 10 (Non-Exempt)

GENERAL DESCRIPTION OF DUTIES

Under general supervision, the purpose of the position is to perform tree and fire hazard inspections to enforce land development codes, ordinances and related preservation requirements for the general public and business entities within the City. Employee functions at journey level to investigate complaints and provide recommendations to resolve any complaints concerning permitting and hazards. Position provides informational support and/or training in Arboriculture, tree inspection services and associated land development codes to employees, the general public and property owners as necessary. Work includes performing routine patrols of assigned areas, and issuing warnings and citations for hazards. Prepares cases for presentation and testifies as necessary.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs systematic site inspections of properties and land within the City to ensure compliance with all applicable City, State and Federal codes and regulatory requirements; enforces land development codes and ordinances as they relate to urban forestry.
- Responds to calls and investigates complaints of code, ordinance, hazardous or otherwise non-compliant conditions on private property, public property and on business establishments.
- Researches and identifies code violations and posts notices of hazard and citations for said violation(s); performs follow-up inspections regarding compliance.
- Patrols assigned City areas to identify and address code violations; patrols and inspects new construction sites for proper tree barricade protection; evaluates and determines compliance with land development code; build and present case for code board hearing.
- Opens, documents and closes permit applications as it relates to land development codes, ordinances and tree preservation requirements.
- Provides information and training to the general public, developers, businesses and various Inspectors regarding code, ordinance, and hazard or preservation issues.
- Performs research where indicated, and provides response and information for public records

requests; enters and retrieves information from a computer in order to perform research, update records, process case documentation, or to respond to actions and requests.

- Completes case documentation and incident reports and compiles supporting documentation in order to document and explain facts and circumstances surrounding the violation(s); presents violations to Code Enforcement Board.
- Operates photography equipment in photographing and documenting visual representations of code violations.
- Participates in a variety of special events, e.g., Adopt a Median program, Arbor Day Celebration.
- Assists in crisis situations as it relates to urban forestry, e.g., hurricanes, floods, forest fires.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Associate's Degree with coursework in culture, urban forestry or related field; supplemented by one (1) year responsible experience in code inspection, horticulture/arboriculture or related field; or an equivalent combination of education, training, and experience. Arborist Certification is preferred.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess and maintain a valid Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to understand and follow written and oral instructions.
- Ability to effectively lead/train the general public, developers, businesses and various Inspectors entry and journey level staff, engaged in carrying out departmental functions.
- Considerable knowledge of applicable state, federal and local laws, rules, ordinances and regulatory standards applicable to the work.
- Considerable knowledge of all laws, ordinances, codes and regulations of City Planning and Zoning with regard to Forestry.
- Considerable knowledge of current codes and regulatory standards governing natural and tree development.
- Ability to read, interpret and explain City, State, and Federal laws, ordinances and regulations applicable to the work.
- Ability to understand and utilize zoning maps, land use maps, plats, tax rolls, and other documents related to real property.
- Ability to write clear, concise letters and memorandum using standard business English, spelling, and punctuation.

- Ability to effectively communicate both verbally and in writing; ability to speak effectively before public groups and respond to questions.
- Ability to establish and maintain effective working relationships and communications with co-workers, business and community interest groups, and the general public.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job, the incumbent is regularly required to lift, move or carry objects up to 45 pounds; utilize feet and legs or hands and arms; maintain body equilibrium to prevent falling when walking, standing, crouching, or navigating surfaces; bend body downward and forward by bending spine and legs; move about on hands and knees or hands and feet; use hands to finger, handle or feel objects; and to reach with hands and arms.
- While performing the essential functions of this position the employee is frequently exposed to fumes, odors, or airborne particles, excessive noise, temperature extremes, vehicular traffic, dampness/humidity, confrontational persons, animals, and various forms of wildlife.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.