

MAJOR FUNCTION

This is responsible technical, administrative, and supervisory work involving the maintenance of landscaping, or urban forestry, or grounds maintenance. Work is performed under the general supervision of the Community Beautification Operations Manager.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, organizes, assigns, coordinates and supervises employees in landscaping, urban forestry, and ground maintenance activities. Supervises the maintenance, construction and renovation of landscape areas. Coordinates and assists in the design of landscape and irrigation systems as part of capital projects within the City. Coordinates and assists in the construction of new facilities to support the operations of the department. Supervises the installation and maintenance of irrigation systems. Supervises the pruning, removal, and inventory of trees as part of the Urban Forestry Program. Coordinates the implementation of the City's Adopt-A-Tree Program. Supervises the turf and litter maintenance of rights of way, cemeteries, and vacant lots. Plans, organizes, and directs training for employees in all phases of industry practices and equipment use and operation. Coordinates with other departments, City officials, contractors, and civic groups regarding maintenance activities, various projects and special events. Prepares and manages section budget and assists in preparing and implementing Capital Projects. Prepares specifications for landscape projects, equipment, and materials. Requisitions supplies and equipment. Recommends hiring, transfer, promotion grievance resolution, discipline and discharges. Conducts performance evaluations and makes recommendations for approval or disapproval of merit increases. Responds to and resolves non-routine customer complaints. Performs related work as required.

Other Important Duties

Assist in preparing the annual budget and new capital budget requests. Ensures adequate transportation and equipment for all assigned personnel. Keeps abreast of information and technological advancements in areas directly related to work responsibilities. Promotes cooperation and customer service in area(s) of responsibility. Coordinates staff attendance at developmental and training activities provided by the City. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of erosion control, landscaping, urban forestry, soil management, and turf maintenance as they relate to the area's climate and other factors. Considerable knowledge of the care, maintenance and selection of appropriate equipment to carry out the maintenance functions. Ability to plan and organize the work and delegate authority and responsibilities to subordinate employees. Ability to communicate clearly and concisely orally and in writing. Ability to keep records and prepare reports. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to supervise subordinates in a manner conducive to high performance and good morale.

Minimum Training and Experience

Possession of a high school diploma or an equivalent recognized certificate and five years of experience that includes landscape maintenance, or urban forestry, or grounds maintenance, or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess the appropriate State Commercial Driver's License (CDL) and endorsement(s) appropriate for the vehicle(s) to be operated at the time of appointment, or must possess a CDL permit at the time of appointment and obtain the appropriate CDL licensure within 60 calendar days from date of employment, as a condition for continued employment.

Must obtain the International Society of Arboriculture Certified Arborist certification within six months of initial employment and maintain this certification as a condition of continued employment in the position.

Must obtain the Florida Department of Transportation Intermediate Maintenance of Traffic certification within six months of initial appointment and maintain certification, as a condition of continued employment in the position.

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