



*The City Beautiful*

## City of Coral Gables Job Description

**Job Title:** Landscape Services Division Director    **Prepared Date:** 04/2015  
**Department:** Public Works    **Approved By:**  
**Classification:** 2015    Elsa Jaramillo-Velez  
**Pay grade:** 34E    Cathy Swanson-Rivenbark  
**FLSA:** Exempt

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### Summary

This is highly professional work responsible for administering the daily operations of the Public Works Department's Landscape Division. Work includes oversight of landscape maintenance operations. The Landscape Services Director supervises and evaluates subordinate staff and performs strategic planning and budget preparation for the Division, along with the development of activity reports. Must be able to think strategically and exercise considerable initiative and independent judgment. Reports to the Director of Public Works.

### Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Directs and manages a City-wide landscape maintenance program consistent with the City's goals and initiatives, ensuring high-quality customer service, professional standards and quality controls.

Assists the Public Works Director develop and manage the annual operating budget of the Landscape Division.

Supervises support staff; issues discipline and takes other corrective measures as necessary.

Trains, supervises and evaluates subordinate staff in the performance of their duties.

Develops and implements long range and annual action plans to meet the needs of a growing cosmopolitan City.

Reviews site plans and issues permits for tree removal or relocation.

Provides overall direction and strategy regarding policies, procedures, and regulations to the City.

Demonstrates leadership by advocating for innovation and strategic change, and promoting the development of a diverse and engaged workforce.

Manages and develops a qualified staff, ensuring professional and courteous service from all employees in support of the City's mission, values, customers and stakeholders.

Remains informed of cutting edge technologies and advancements in municipal landscaping programs.

Works collaboratively with and regularly interacts with other agencies, boards, authorities, commissions and civic groups.

Pursues ongoing professional development through course attendance, professional organizations, and meetings/conventions to stay informed of technological advancements and trends in the industry.

Performs other related tasks as required.

### **Knowledge, Skills, and Abilities**

Knowledge of the regional laws and regulations, principles, practices, equipment and materials used in landscaping, landscape maintenance, arboriculture and nursery management. Ability to delegate authority. Ability to plan and supervise the work of others. Ability to conduct and maintain effective public and employee relations. Ability to prepare a budget and write reports. Ability to read and interpret landscaping plans and specifications. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Good verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Must possess strong decision making skills, sound judgment, and the ability to work independently. Proficiency in Microsoft Word, Excel, Outlook, PowerPoint, and Windows.

### **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone, computer and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine.

Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard of work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

### **Minimum Education and Experience**

Bachelor's degree in horticulture, landscape architecture, turf grass management, engineering or related field.

Minimum six (6) years supervisory experience in landscaping or landscape maintenance operations.

Valid Florida Driver's License.