



The City Beautiful

City of Coral Gables Job Description

Job Title: Landscape Supervisor
Department: Public Works/Landscape Division
Classification: 3012
Pay grade: 21C
FLSA: Non-Exempt

Prepared Date: 2/2016

Approved By: HR/CM



Summary

Supervisory work in landscape maintenance, nursery operations, irrigation maintenance landscape installation, pest control, and arboriculture.

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.

Receives and executes City landscaping plans. Selects trees, plants, shrubs, and flowers for landscape installations throughout the City.

Supervises the work of landscape crews involved in planting and transplanting, tree installation, landscaping, pesticide application, irrigation maintenance, and at times propagation and nursery production,. Gives technical direction and participates when required. Trains division employees on proper maintenance and installation practices, safety practices, and other skills required within the division.

Supervises the use, maintenance, and repair of equipment and facilities.

Reviews tree removal and relocation permit applications and performs tree inspections.

Monitors and assess the work of contractual service providers for landscape maintenance, tree trimming, and other services and reviews contractor work logs.

Receives and responds to trouble and complaint reports. Supervises crews in the resolution of problems.

Issues citations for violations of City codes related to Landscape Services Division activities.

Keeps records of work performed; prepares and submits reports.

Participates in the planning and coordination of staff and equipment for City special events throughout the year.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of landscape installation and maintenance. Knowledge of the techniques and equipment used in landscape maintenance, planting, transplanting, tree installation, tree trimming/pruning, and nursery production. Knowledge of pesticide application and irrigation maintenance. Knowledge of the growth characteristics of horticultural and ornamental plants typical of South Florida. Knowledge of supervisory techniques. Knowledge of hazards and applicable safety precautions of the work. Ability to interpret and execute landscaping plans. Ability to give direction and supervise the work of subordinates in a manner conducive to full performance and high morale. Ability to keep records and prepare reports. Ability to work outside and under adverse weather conditions. Ability to handle plants, fertilizers, herbicides, insecticides and fungicides.

Ability to use hand tools and hand held equipment. Ability to drive trucks and operate mechanical equipment. Ability to operate and control heavy equipment.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees, contractors and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, perform, hands to fingers dexterity, handle, feel or operate objects, read and write English.

Work is predominately outdoors and may involve inspection of various roadways, buildings, recreation and landscaped areas. Must be able to lift, carry and or push articles weighing up to 50lbs. Must be able to wear hard hat/helmet, safety glasses, safety shoes and gloves. Exposure to extreme temperatures, noise, heights and dust are common. Must have the physical ability to climb stairs, reach above and below shoulders, walk and bend.

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

Minimum Education and Experience

High school diploma or equivalent required.

Bachelor's degree or college level coursework in Landscape Architecture, Horticulture, Agriculture, or related field preferred.

Five (5) years of experience in landscape maintenance to include three (3) years of supervision.

Possess or obtain during probation, State of Florida restricted use pesticide license.

Possess or obtain during probation, a certification from the International Society of Arboriculture Arborist.

Valid Florida Driver's License with a Class B CDL required.

A comparable amount of training or experience may be substituted for the minimum qualifications.