

# TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

**TO:** Mayor and Councilmembers

**FROM/PHONE:** Mark Alan, Human Resources Director/797-1024

**SUBJECT:** Resolution

**TITLE OF AGENDA ITEM:** A resolution of the Town of Davie, Florida creating the class specification for the position of Chief Landscape Inspector and Reclassifying the position of Zoning Technician II to Chief Landscape Inspector in the Non-Represented Pay and Classification Plan.

**REPORT IN BRIEF:** During the review of the proposed FY 2000-2001 Town Budget, the Town Council approved the new position of Chief Landscaping Inspector. The proposed Class Specification for the new position is attached hereto as prepared by Development Services. In conjunction with the creation of this new Class Specification, the current Zoning Technician II position which handles these duties is proposed for reclassification to this position. The current grade/step for this position is 512/7 and the proposed grade/step for this reclassification is 516/5 in the Non-Represented Pay and Classification Plan.

**PREVIOUS ACTIONS:** N/A

**CONCURRENCES:** N/A

**FISCAL IMPACT:** Yes

If yes, expected cost: \$ 3,128.00

Account Name: Salaries; 001-0403-515-0101

**RECOMMENDATION(S):** Motion to approve resolution

**Attachment(s):** Resolution and Chief Landscape Inspector job description

RESOLUTION \_\_\_\_\_

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, CREATING THE CLASS SPECIFICATION FOR THE POSITION OF CHIEF LANDSCAPE INSPECTOR AND RECLASSIFYING THE POSITION OF ZONING TECHNICIAN II TO CHIEF LANDSCAPE INSPECTOR IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Town of Davie recommends reclassification and pay grade assignment of the Zoning Technician II; and

WHEREAS, the Town has recommended the class specification for the position of Chief Landscape Inspector and the reclassifying of the Zoning Technician II to Chief Landscape Inspector in the Non-Represented Pay and Classification Plan; and

WHEREAS, the recommended reclassification results in a modification from current grade, (\$31,546.. - \$42,275.) to proposed grade, (\$37,686. - \$50,503); and

WHEREAS, the Town of Davie Non-Represented Pay and Classification Plan needs to be amended to reflect such changes.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Class Specification for the new position of Chief Landscape Inspector is hereby created in the the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. The Class Specification for Zoning Technician II, pay grade 512 be reclassified to Chief Landscape Inspector, pay grade 516 in the Non-Represented Pay and Classification Plan.

SECTION 3. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

\_\_\_\_\_  
MAYOR/COUNCILMEMBER

ATTEST:

\_\_\_\_\_  
TOWN CLERK

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2001.

# **CLASS SPECIFICATION**

## **CHIEF LANDSCAPE INSPECTOR**

### **EXHIBIT "A"**

#### **GENERAL STATEMENT OF JOB**

Under minimal supervision, administers and enforces landscape codes to conserve, preserve, and promote proliferation of trees and landscape materials in the Town of Davie. Responsible for ensuring that building permits are in compliance with applicable zoning codes. Performs administrative and technical work supervising and participating in the enforcement of zoning regulations as it relates to landscape activities. This is a technical position in landscape inspecting, code compliance and general work in the Town's landscape program. Performs work of a technical nature in the inspection of existing and new landscape projects in the Town for compliance with Town ordinances, ensures quality of materials and workmanship and coordinating landscape related projects throughout the Town. Reports to the Planning & Zoning Manager.

#### **ILLUSTRATIVE EXAMPLES OF WORK**

##### **ESSENTIAL JOB FUNCTIONS**

Implements plans and strategies to conserve, preserve, and promote proliferation of trees within the Town. Administers various zoning ordinances; researches and makes recommendations concerning zoning and land use regulations as it relates to trees and forests; handles inquiries concerning landscaping and zoning.

Plans and coordinates all landscaping activities in compliance with the Town's landscaping code. Reviews surveys, site plans, construction plans, specifications, tree-removal permits, and building permits, as it relates to trees and landscaping, to determine consistency with applicable zoning codes, landscape codes, ordinances and regulations.

Prepares proposals for plans to mitigate damage done by unauthorized tree removal. Performs field inspections to ensure compliance with landscape codes and zoning codes. Investigates citizen inquiries and complaints, researches problems, makes recommendations, and initiates problem resolution; discusses problem areas with property owners, property managers, and contractors; mediates disputes between neighbors.

Maintains a comprehensive, current knowledge of applicable laws/regulations; Interprets Code and related ordinances for architects, developers, general contractors, landscape contractors, etc. and advises steps toward compliance and discuss tree preservation and landscaping techniques. Performs research and provides suggestions, as requested, for amendments or revisions to land development codes. Provides information and technical expertise concerning code violations and code enforcement issues.

Attends meetings and/or public gatherings as representative of the Planning & Zoning Division to cultivate favorable public relations and/or to explain activities and functions of Landscaping Division. Maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training seminars in the landscape field.

Performs necessary research and compiles data for special projects and reports, as necessary or as assigned, ensuring completion by specified deadlines and in accordance with defined goals and objectives.

Oversees activities of all development related landscape activities in the Town, including review of plans and prioritizing workload and performance of assistant personnel and/or landscape inspectors. Ensures adherence to established laws, regulations, policies, procedures and standards; assists and advises as necessary, resolving

problems as non-routine situations arise; reviews, develops and implements policy and procedures, as necessary, to improve Division efficiency; makes recommendations as to procedure.

Communicates with supervisor, employees, other departments, city officials, government agencies, property owners, property managers, business owners, contractors, realtors, attorneys, homeowner association, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems relating to landscaping.

Performs field surveys to ensure compliance with building permits and landscape codes and plans.

Prepares correspondence and maintains files and records regarding activities undertaken.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Associates Degree and minimum of (5) years experience in landscaping and arboriculture preferred. Code administrative enforcement work pertaining to municipal codes, ordinances, and regulations is preferred; knowledge of landscape materials and techniques ; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

### **SPECIAL REQUIREMENT**

Certifications in landscaping, arboriculture, and horticulture. (i.e Certified Landscape Inspector, Florida Certified Nursery Professional, International Society of Arboriculture Certified Arborist, etc.) Comprehensive knowledge of South Florida plant materials and horticultural practice, including design, irrigation, fertilization, growth habits and maintenance, is required. Some design and drafting may be required. Must possess and maintain a valid Florida drivers license with a good driving record.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate various drafting instruments and a variety of automated office machines including a computer, printer, print machine, copier, typewriter, etc. Must be physically able to operate a motor vehicle. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Requires the ability to maintain body equilibrium when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of body, and to physically maneuver over and/or upon varying terrain, surfaces or physical structures. Physical demand requirements are for Light to Medium Work.. Involves walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

**InterpersonalCommunication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving instructions, assignments or directions to subordinates or assistants. Includes receiving instructions, assignments and/or directions from supervisors. Must be able to deal with the public firmly, impartially, and courteously. Excellent customer service skills are a must.

**Language Ability:** Requires the ability to read a variety of site plans and plats, ordinances, correspondence, etc. Requires the ability to prepare maps, permits, site plans, and other required reports and records, using prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Must be able to read and interpret plans and specifications to determine compliance with established standards, especially landscape plans. Must have good knowledge of Town codes and ordinances, and legal procedures for enforcement of same. Must be able to conduct inspections, follow oral and written assignments, and ascertain facts through good investigative techniques. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables; to interpret a variety of instructions furnished in oral, written, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including code compliance, landscaping issues, legal, construction, and regulatory terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; and determine time and weight. Must be able to use practical applications of fractions and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** Requires the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of Town zoning and landscaping codes and the ability to apply those code regulations to building plans. Has thorough knowledge of building permit issuance procedures and the various stages when violations and defects should be observed and corrected. Has considerable knowledge of local and State inspection codes and laws. Has general knowledge of the principles of supervision, organization, and administration. Has working knowledge of Town geography. Is able to plan, coordinate, and supervise the work of landscape assistants and/or subordinates. Is able to exercise independent judgment in the applying standards to a variety of work situations. Is able to express ideas effectively orally and in writing. Is able to establish and maintain effective working relationships that employ considerable tact and firmness with contractors, the public, and property owners. Is able to exercise independent judgment and initiative in determining if zoning and landscape ordinance requirements are met. Has considerable knowledge of the current literature, trends, and developments in the field of zoning and landscape administration. Is skilled in the collection, analysis and presentation of technical data and zoning recommendations. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Illustrative Examples of Work."

**Dependability:** Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountability. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual and Town benefit. Contributes to maintaining high morale among all Town employees. Develops and maintains cooperative and courteous relationships with department employees, staffers and managers in other departments, representatives from organizations, and the general public so as to maintain good will toward the Town and project a good Town image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the Town. Interacts effectively with fellow employees, Senior Planner, professionals and the general public.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**Planning:** Plans, directs and uses information effectively in order to enhance activities and production of the department. Knows and understands the expectations of the Town regarding the activities of the division as it relates to landscaping issues, and works to see that these expectations are met. Designs and formulates ways, means and timing to achieve the goals and objectives of the department and the division. Within the constraints of Town policy, formulates the appropriate strategy and tactics for achieving division and departmental objectives as it relates to landscaping and zoning issues. Organizes, arranges and allocates manpower and other designated resources in an efficient and effective way so as to achieve the goals and objectives of the division and department as it specifically relates to landscaping activities.

**Organizing:** Organizes work and that of assistant staff as well. Ensures that assistant staff trained and are regularly and appropriately informed of all Town and department matters affecting them and/or of concern to them.

**Staffing:** Offer assistance to select and recommend employment of personnel for the division who are qualified both technically and philosophically to meet the needs of the division and the department concerning landscaping issues. Personally directs the development and training of division personnel in order to ensure that they are properly inducted, oriented and trained in regards to landscape and zoning issues.

**Leading:** Provides a work environment which encourages clear and open communications. Has a clear and comprehensive understanding of the principles of effective leadership and how such principles are to be applied for the benefit of the Division. Exercises enthusiasm in influencing and guiding others toward the achievement of department goals and objectives.

**Controlling:** Provides a work environment which is orderly and controlled. Coordinates, audits and controls the utilization of materials and equipment efficiently and effectively. Has a clear and comprehensive understanding of Town standards, methods and procedures.

**Delegating:** When necessary, assigns additional duties to assistants as appropriate in order to meet division goals.

**DecisionMaking:** Uses discretion and judgment in developing and implementing courses of action affecting the division in the area of landscaping activities. When a particular policy, procedure or strategy does not appear to be achieving the desired result, moves decisively and definitively to develop and implement alternatives, and bringing to supervisors attention promptly.

**Creativity:** Regularly seeks new and improved methodologies, policies and procedures for enhancing the effectiveness of the division as it relates to landscaping activities. Employs imagination and creativity in the application of duties and responsibilities. Is not adverse to change or added responsibilities.

**Human Relations:** Strives to develop and maintain good rapport with all staff members. Listens to and considers suggestions and complaints and responds appropriately. Maintains the respect and loyalty of staff.

**Policy Implementation:** Has a clear and comprehensive understanding of Town policies regarding the division, department and Town function as it relates to landscaping activities. Adheres to those policies in the discharge of duties and responsibilities and ensures the same from assistant and /or subordinate staff.

**Policy Formulation:** Keeps abreast of changes in operating philosophies and policies of the Town and continually reviews division policies in order to ensure that any changes in Town philosophy or practice are appropriately incorporated as it relates to landscaping issues. Also understands the relationship between operating policies and practices and department morale and performance.