

TOWN OF DAVIE TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Alan, Human Resources Management Director, 797-1169

SUBJECT: Resolution

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADDING THE CLASS SPECIFICATION FOR LANDSCAPE INSPECTOR AND ASSIGNING A PAY GRADE OF 513 (\$34,075 - \$45,664) IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

REPORT IN BRIEF: This resolution provides a new job specification and assigns the pay grade 513 (\$34,075 - \$45,664) for the Landscape Inspector job classification. This job classification is being added to the title series to provide assistance to the Chief Landscape Inspector in landscape inspection and enforcement in order to accommodate the growing needs of the Town. In addition, by adding this new position in the title series, the Town will be able to operate pro-actively with Code Compliance as it relates to landscape code violations.

PREVIOUS ACTIONS: N/A

CONCURRENCES: N/A

FISCAL IMPACT:

Has request been budgeted?	Yes
If no, amount needed:	N/A

What account will funds be appropriated from: Salaries

RECOMMENDATION(S): Motion to approve the resolution

Attachment(s): Resolution, Class Specifications (Exhibit "A").

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, ADOPTING THE CLASS SPECIFICATION FOR LANDSCAPE INSPECTOR AND ASSIGNING A PAY GRADE OF 513 (\$34,075 - \$45,664) IN THE NON-REPRESENTED PAY AND CLASSIFICATION PLAN.

WHEREAS, the Town of Davie recommends the adoption of the class specification Landscape Inspector; and

WHEREAS, The Town of Davie has evaluated the pay grade and recommends it to be assigned to pay grade 513 (\$34,075 - \$45,664) ; and

WHEREAS, The Town of Davie recommends that the Town Council approve the adoption of the class specification for Landscape Inspector and the assignment of pay grade 513 (\$34,075 - \$45,664),

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 Landscape Inspector, pay grade 513 (\$34,075 - \$45,664), is hereby adopted in the Non-Represented Pay and Classification Plan and attached hereto as Exhibit "A".

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2002.

MAYOR/COUNCILMEMBER

ATTEST:

TOWN CLERK

APPROVED THIS ____ DAY OF _____, 2002.



CLASS SPECIFICATION

LANDSCAPE INSPECTOR

GENERAL STATEMENT OF JOB

Under general supervision, with latitude for considerable independent judgment, performs technical work enforcing 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 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. Reports to the Chief Landscape Inspector or the Planning & Zoning Manager.

ILLUSTRATIVE EXAMPLES OF WORK

ESSENTIAL JOB FUNCTIONS

Inspects existing and new landscape projects in order to ensure compliance with Town's Zoning Ordinances.

Investigates complaints regarding violations of ordinances, follows-up on complaints and recommends solutions.

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

Meets with development contractors and Home Owners Associations to discuss code issues.

Confers with other inspectors and the Chief Landscape Inspector on questions of departmental policies and other inspection problems.

Maintains all necessary records and reports on inspections.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school or vocational school and a minimum of three (3) years experience in landscaping and arboriculture. Code enforcement or inspections 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.

Exhibit A

Landscape Inspector

SPECIAL REQUIREMENT

Certification in landscaping, arboriculture, or horticulture (i.e Certified Landscape Inspector, Florida Certified Horticulture Professional, and International Society of Arboriculture Certified Arborist, etc.). All certifications must be obtained within the first year of employment. Certification must be maintained during period of employment. 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 (indoor and outdoor).

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.

Interpersonal Communication: 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.

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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.

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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 working knowledge of Town geography. 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

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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.

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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.

Staffing: Offer assistance to select and recommend employment of personnel for the division who are qualified

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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.

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Decision Making: 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 brings 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.

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