

**CITY OF COCONUT CREEK  
JOB DESCRIPTION**

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**JOB TITLE:** Landscape Inspector  
**DEPARTMENT:** Sustainable Development  
**FLSA STATUS:** Non-exempt

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**GENERAL PURPOSE:**

Performs senior-level technical or specialized work in the Sustainable Development Department. Performs landscape and zoning inspections, plan review, and permitting for compliance with Land Development Code and approved site plans. Monitors and enforces the City's Land Development Code. Work is performed under limited supervision with moderate latitude. Position relies on experience and exercises independent judgment to determine the best approach by using and interpreting policies and procedures.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs daily zoning and landscaping inspections
- Coordinates and administers the landscape inspection program for existing commercial properties
- Creates reports and presentations
- Develops, prepares, and presents code cases at Special Magistrate hearing for both residential and commercial properties
- Investigates complaints regarding violations of ordinances, follows-up on complaints, and recommends measures for correcting violations
- Conducts inspections to enforce permits, ordinances, and codes of the City
- Addresses field problems with the public and developers related to irrigation, landscape material and proper installation
- Meets with homeowner's association (HOA) representatives and residents to discuss the tree removal process, code violations, and provide general horticultural advice
- Performs plan reviews for landscape code compliance
- Responsible for ensuring conformity and consistency among field team members with City rules, regulations, and ordinances, and in particular, landscape, zoning, and tree preservation codes and regulations
- Attends pre-construction meetings and provides information
- Prepares checklists for final project close-out
- Performs other duties as assigned

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### **MINIMUM QUALIFICATIONS:**

High school diploma or GED; supplemented by up to three (3) years' experience in landscape and arboriculture; an equivalent combination of education, certification, training, and/or experience may be considered. Landscape installation and construction and the ability to read and interpret plans and surveys are preferred. Code compliance work pertaining to City codes, ordinances, and regulations is preferred.

Must have International Society of Arboriculture (ISA) certification. Additional certifications in landscaping, arboriculture, and horticulture are preferred.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Working knowledge of Florida Grades and Standards, City codes and ordinances
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to read and interpret plans and specifications to determine compliance with established standards, especially landscape and irrigation plans
- Ability to effectively multi-task while working with tight deadlines and shifting priorities
- Ability to quickly and independently learn new software
- Ability to organize work for timely completion
- Ability to work with minimal supervision
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

### **PHYSICAL REQUIREMENTS:**

Depending on functional area of assignment, tasks involve the ability to exert light physical effort usually involving some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). May involve some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time at a keyboard or work station and extended periods of time standing and/or walking.

### **ENVIRONMENTAL REQUIREMENTS:**

Tasks are regularly performed inside and outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature, and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or

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chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

**SENSORY REQUIREMENTS:**

Some tasks require manual dexterity, in addition to visual and hearing acuity. Some tasks may involve identifying and distinguishing colors.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

**I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.**

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Job Title

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name (print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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