

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Urban Forester
DEPARTMENT: Sustainable Development
FLSA STATUS: Non-exempt

GENERAL PURPOSE:

Performs senior and/or lead-level technical or specialized work in the Sustainable Development department. Assists with landscape and zoning inspections, minor plan review, permitting, code enforcement, and other duties related to landscaping to ensure compliance with the City's Land Development Code. Work is performed under minimal supervision with considerable latitude in the use of initiative and independent judgment. 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.

- Coordinates special projects and activities including Arbor Day and Tree City USA
- Creates educational brochures, flyers, presentations, and articles
- Handles citizen inquiries and facilitates problem-solving with residents, developers, property managers, and homeowner's associations (HOA's)
- Performs plan review for building and engineering permitting
- Performs landscape and zoning inspections on new construction projects
- Performs field inspections; processes and issues tree removal permits
- Responsible for ensuring conformity and consistency among field team members regarding City rules, regulations, and ordinances, and in particular, landscape, zoning, and tree preservation codes and regulations
- May supervise and coordinate the activities of landscape inspectors, including determining procedures and work schedules, issuing instructions, and assigning duties
- May advise homeowners and developers on matters of a horticultural nature concerning the condition of landscaping
- Performs other duties as assigned and/or required

MINIMUM QUALIFICATIONS:

High school diploma or GED; supplemented by three (3) or more years' experience in landscape installation, construction supervision, and project management; an equivalent combination of education, certification, training, and/or experience may be considered.

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Must have a state of Florida driver's license and have Landscape Inspectors Association of Florida (LIAF) certification and Florida Association of Code Enforcement (F.A.C.E.) certification level I. Must be an International Society of Arboriculture (ISA) Certified Arborist.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Advanced knowledge of local trees, palms, plants, turf, and proper horticultural and arboricultural care and practices
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to read and interpret landscaping plans and specifications
- Ability to 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). Usually involves some climbing, balancing, stooping, kneeling, crouching, crawling, walking or standing. Tasks may involve extended periods of time standing and/or walking.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside and/or 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 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.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date