

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 582

LEAD LANDSCAPE INSPECTOR

GENERAL

This is a responsible and technical position involving interpreting the landscape code and performing landscape plan review; processing, issuing, and reviewing tree permit and mitigation; and enforcing the City code as it relates to landscaping, trees, and related matters.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Consults with landscape architects, architects, general and landscape contractors, and home owners / property owners, regarding landscape plans and tree permit applications.
- Reviews submitted plans for new or altered buildings for conformance with the City of Pompano Beach Landscape Code.
- Issues permits, calculates fees, verifies contractors' certifications, and attends Special Magistrate hearings as expert witness.
- Performs field inspections for landscape and zoning, either approving work in progress or completed or issuing re-inspections as necessary, and issues approvals for TCO's and CO's. Investigates complaints regarding alleged code violations, determines the validity of the claims, and recommends remedial action to Code Compliance.
- Assigns daily tasks to Landscape Inspectors and advises on interpretations, process and procedures.
- Acts as liaison between Landscape Inspectors and Urban Forester.
- Organizes daily workloads and delegates inspector duties.
- Coordinates expert witness testimonies with Code Compliance Manager.
- Retains certification through mandatory continuing education programs.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of principles and practices of landscape and arboriculture techniques.
- Knowledge of native, non-native, invasive and nuisance trees, shrubs, and plants.
- Knowledge of diseases and parasites detrimental to trees and appropriate treatments.
- Knowledge of the City of Pompano Beach Landscape Codes, ordinances, processes, Naviline, ePlan, and Developmental Services procedures.
- Knowledge of the Developmental Review Committee process, and the route to site plan review and approval to permit review and approval.
- Knowledge of municipal ordinances relating to landscaping and beautification.
- Ability to interpret ordinances as it relates to landscaping and beautification.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.

- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Associate's Degree in Landscaping, Arboriculture, Horticulture, Agriculture or other appropriate field is preferred. Five (5) years' experience in municipal landscape permitting, code compliance, and/or landscape inspections. Supervisory experience preferred. Must possess ISA Arborist Certification and LIAF Landscape Inspector's Certification. Must possess Level I, Fundamentals of Code Enforcement and FNGLA Florida Certified Horticultural Professional Certification (FCHP) within twelve (12) months from hire date. CPTED Practitioner Certification encouraged to obtain after hire.

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

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. Ability to effectively use and operate various items of office related equipment. Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to perform strenuous physical labor. Ability to lift up to 50 lbs.

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

SPECIAL REQUIREMENTS

Possession of a valid, appropriate license and an acceptable driving record.

Rev. 10/22

Bargaining Unit: Bargaining

FLSA: Non-Exempt

Classification: 26/42

Location: Planning and Zoning Department

GERS: Regular Class