

**MAJOR FUNCTION**

This is responsible managerial, professional, technical, administrative, and supervisory work directing the urban landscaping, right-of-way maintenance, street sweeping, and forestry programs along public streets, bike trails, rights-of-way, cemeteries, vacant lots, and other city owned property. The employee manages dedicated staff and resources to meet established production standards, service levels and must resolve related customer complaints while exercising independent judgment and initiative in the day-to-day operations of the division. Work is performed under the general direction of the General Manager-Solid Waste Services, who reviews the incumbent's work through conferences, reports, observations, and by results obtained for conformance to applicable standards.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, and directs the operational activities of skilled and semi-skilled personnel engaged in the maintenance and planting of landscaped areas, removal and pruning of trees, mowing and trimming of the rights-of-way and street sweeping along curbs within the City of Tallahassee. Coordinates and administers capital projects and manages contracts with the State and County for mowing and street sweeping, as applicable. Manages the City's Tree Bank and associated projects. Coordinates work with other departments and divisions to accomplish unit and departmental goals. Consults with and advises other agencies, citizens groups, and individuals on urban forestry, landscaping, and street sweeping matters. Reviews and approves new landscaping plans for parcels that will be assigned to the work unit upon completion. Plans, coordinates, and supervises new landscape installation and renovations, including irrigation systems in right-of-way areas assigned to the unit. Directs and coordinates pest control work on ornamentals, trees, and turf in landscaped medians and right-of-way areas. Manages the pruning and removal of diseased and dead trees and other types of vegetation. Coordinates with the Federal Emergency Management Agency on Citywide debris removal and manages the recordkeeping after a declared event. Represents the Solid Waste Department in meetings with the Canopy Roads Committee and administers funds from the Canopy Roads Maintenance project for the pruning, planting, and removal of trees along Canopy Roads within the City. Ensures that ownership of land parcels, trees, vacant lots, and easements is determined to facilitate operations upon and near these sites. Prepares the unit's annual budget requests and maintains supporting documentation. Assists with the development of the division's budget and assures budgetary decisions are properly implemented. Assist with the preparation of agenda items. Conducts long-range flexible planning that includes developing processes, producing annual operating and long-range strategic plans, expenditure and revenue forecasts. Conducts an ongoing assessment of potential changes in regulatory guidelines, policies, weather and technology, its impact on services provided, as well as cost and customer service. Develops and implements processes that are driven by customer/City expectations; maintenances schedules and seasonal peaks. Oversees the annual unit inventory and the inventory of the landscape within the street rights-of-way and directs the replacement of all dead plantings. Responds to and resolves non-routine customer complaints. Conducts performance evaluations and recommends approval or disapproval of merit increases. Recommends the hiring, transfer, promotion, grievance resolution, discipline or discharge of assigned employees. Performs related work as required.

**Other Important Duties**

Performs special projects as assigned. Manages Adopt-A-Tree and Adopt-A-Street Programs. Schedules assigned staff for attendance at training events. Coordinates the administrative development and maintenance of the Division's data tracking software program. Maintains a current street sweeping inventory including corresponding cross street references. Performs related work as required

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the City Land Development Code related to tree removal upon the City's rights-of-way and properties. Thorough knowledge of the City's geography. Thorough knowledge of methods, materials, and tools used in propagating, transplanting, fertilizing, and pruning of plants, shrubs, and trees. Thorough knowledge of GIS systems as it relates to public infrastructure and right-of-way ownership. Considerable knowledge of insects, parasites, diseases and pests which affect trees, plants, flowers, turf, and the application of insecticides, miticides, fungicides, nematicides, and herbicides for control of targeted pest. Considerable knowledge of applying pesticides safely. Considerable knowledge of methods, materials and equipment used in the practice of horticulture, arboriculture, and agronomy. Considerable knowledge of design, installation, and maintenance of irrigation systems and turf management. Considerable knowledge of Florida Grades and Standards guidelines for use in selection of quality plant material. Considerable knowledge of plant biology and common and botanical names of local trees plants and flowers. Considerable knowledge of work zone safety and traffic control. Considerable knowledge of the landscaped medians maintained by the City. Considerable knowledge of landscape plans and the implementation of those plans. Considerable knowledge of chemicals, fertilizers, herbicides, and fungicides. Knowledge of the International Society of Arboriculture (ISA) standards and guidelines for pruning, removal, planting, and staking of trees. Ability to provide safety training for employees engaged in pest control activities. Ability to establish and maintain effective working relationships, as necessitated by the work. Ability to understand and follow oral and written instructions and communicate clearly and concisely. Ability to direct the activities of a considerable labor force of maintenance personnel assigned over a large territory. Ability to effectively use personnel and equipment through subordinate supervisors. Skill in the proper use and safe operation of various hand and power operated equipment utilized in all phases of landscaping and tree maintenance. Skill in the proper use and safe operation of street sweeping equipment. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of a four year degree in agriculture, urban forestry, horticulture, landscaping, or a related field and three years of professional experience that includes landscaping, urban forestry, or horticultural operations; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

**Necessary Special Requirements**

Must possess a valid State class "E" license.

Must possess a Commercial Restricted Pesticide license.

Must obtain Certified Arborist/Municipal Specialist certification issued by the International Society of Arboriculture within six months of appointment, as a condition of continued employment.

Must obtain the Intermediate Maintenance of Traffic Certification issued by the Florida Department of Transportation within six months of appointment, as a condition of continued employment.

Established: 03-03-07  
06-11-16  
06-21-16