

HORTICULTURE FIELD INSPECTOR

Job Code	Pay Grade
14862	CL13

Nature of Work

This is moderately independent horticulture work conducting site inspections, data entry, and contractor oversight. An employee allocated to this class is responsible for conducting site inspections, which include oversight of contractors performing work such as exotic vegetation clearing or treatment, mowing right of ways, or assessing damage at natural areas, depending on area of assignment. The employee may assist with volunteer efforts and routine and/or quick response maintenance activities. Work is performed under the direction of professional staff and reviewed through conferences, work produced and results obtained. Work involves a high degree of contact with the general public, and employees are expected to function independently during varied work hours.

Minimum Qualification Requirements

- Associate's degree with course work in horticulture science; and 1 year training and/or experience with contract management; or
- 3 years experience in horticulture science; or
- An equivalent combination of education, training and/or experience.

Appointing Authority May Also Require

- A Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.

Illustrative Tasks (These are examples and are not all inclusive.)

- Performs daily inspections of contracted properties and prepares daily inspection reports and recommends appropriate actions to be taken to maintain compliance with applicable permit and contract requirements.
- Implements procedures to ensure standardization of contract documents.
- Assists and participates in formulating Invitation for Bid (IFB) and Request for Proposal (RFP) processes.
- Participates in meetings with public officials, private citizens and contractors.
- Assists in the development of project plans and specifications.
- Enters data and maintains databases.
- Performs related work as assigned.

Knowledge, Skills and Abilities

- Knowledge of native and exotic plants.
- Knowledge of contract administration.
- Knowledge of local, state, and federal rules and regulations pertaining to government contracts.
- Ability to express ideas clearly and concisely, both orally and in writing.
- Ability to formulate and present ideas and findings clearly and concisely in written, oral or graphic form.
- Ability to work in adverse weather conditions, including prolonged heat.
- Ability to manage and organize projects and programs.
- Ability to analyze difficult problems and make appropriate recommendations clearly and concisely.
- Ability to apply computer applications and software.

For official use only

Revised	EEOC Code	Overtime Code
11/15	Service Maintenance	Classified