



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

Position: Landscaping Superintendent
Requisition: 15-001
Department: Building Services
Position #: 0219-001
Opening Date: January 7, 2015
Closing Date: January 21, 2015 or until filled
FLSA Status: Exempt
Hourly Pay Range: \$26.52 per hour - \$33.14 per hour

GENERAL DESCRIPTION

Performs highly skilled and supervisory work in the Public Works Department. Responsible for improvement and maintenance of all landscaping, to include the grounds crew assignments. Administrative duties include managing in-house projects within budget, scheduling and monitoring activities; tracking progress of personnel; supervising contract vendors; and coordinating landscaping assignments. Additionally, responsibilities included managing personnel to achieve maximum efficiency and effectiveness. Duties are performed indoors and outdoors throughout the City. Makes recommendations regarding hiring, discipline and promotion of subordinates, authorizes leave and overtime; evaluates and rates employee performance.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Establishes and maintains effective internal and external customer relationships.

Manages the work of the landscaping and grounds crews to achieve the desired outcomes of efficiency, effective and accountability in managing field crews.

Establishes systems and programs to assist the division in achieving established goals and objectives, such as respective maintenance schedules, and preventative maintenance program. Make sure the supervisors follow work schedule and work flow in their respected area

Supervises on-going maintenance to include tree trimming, small landscaping projects, and in-house special projects from startup to completion. Coordinate crews to complete large jobs that need a combination of crews.

Make sure that written and oral instructions are followed by supervisors.

Assist and follow-up on short and long-term goals and objectives for their divisions in concert with the City's and Department's mission, vision, and strategic initiatives.

Provide materials and supplies for the maintenance of the Right-of-Way landscaping, and other assigned areas as necessary to complete their daily assignments. Ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Ensures subordinate workloads are properly distribute to ensure productive operations. Assigns duties and examines work for neatness and exactness on a daily basis.

Coordinate with the Stormwater/Streets Superintendent for the heavy equipment operator with their crews' requests.

Create and administer the mowing along the canal bank and litter removal with the mowing crew.

Responsible for in-house project budgets and management of personnel; schedule and monitor job activities; track progress of personnel; supervises contract vendors; coordinates assignments; and evaluates performance.

Make sure that each individual supervisor assist in the completion of subordinate's evaluation and disciplines subordinates when necessary.

Make recommendations for managing employee performance to include: hiring, discipline, promotion, demotion, authorization of leave and overtime, and performance evaluation.

Initiates communication with customers, handles customer issues, resolves project obstacles, and confers with the Operations Manager and other management staff.

Plans, organizes, directs, reviews, and evaluates programs and activities that support a broad centralized program of the City of Miami Gardens' landscaping and grounds operations, modifications and maintenance, as well as fleet management (daily/weekly report and work order for repairs) to include vehicle maintenance and cleanliness.

Advises and makes recommendations in divisions' needs, options and consequences, assuring that functional requirements are adequately articulated.

Provides leadership to employees in improving and maintaining landscaping infrastructure, develops and implements business practices in order to promote timely, efficient and quality services to the Public Works Department. Communicate goals and expectations to the crews and subordinates and motivate employees on a daily basis.

Aids the Operations Manager in developing long-range plans and budgets.

Ensures the safety of staff; ensures safety rules, regulations, and standards are followed by employees include Maintenance of Traffic (MOT); ensures equipment's are in safe operating condition; monitors use of chemicals, insecticides, and herbicides.

Performs related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Thorough knowledge of the operational and maintenance requirements of landscaping.

Thorough knowledge of the principles, practices, and techniques of landscaping maintenance (i.e. tree trimming) planning, scheduling, inspections and coordinating.

Thorough knowledge of effective safety standards, procedures, practices, and techniques pertaining to landscaping detailing.

Knowledge and skills required to apply spray pesticides and herbicide and to control traffic patterns.

Ability to organize workload in an effective and efficient manner.

Ability to manage employee performance.

Ability to plan, organize and direct the work of staff.

Ability to supervise maintenance projects.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with subordinates, other city employees, and the general public.

Education & Experience Requirements:

High School diploma or GED equivalent, six (6) years Public Sector Public Works Landscaping and Right-of-Way maintenance including minimum of three (3) years in a Supervisory capacity or any equivalent combination of acceptable education and experience. Must possess and maintain Certificate of Qualification in Advanced Maintenance of Traffic (MOT) and Florida Department of Agriculture and Consumer Services Public Applicator License to include Right of Way and Ornamental and Turf categories. Must possess an International Society of Arboriculture (ISA) Certification (or obtain within six (6) months). Must possess and maintain a valid CDL "B" Florida driver's license and satisfactory driving record throughout employment.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.*

While performing the duties of this job, the employee is regularly required to use hands, fingers, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The

employee frequently is required to stand and talk or hear. The employee is occasionally required to walk, sit, climb or balance, stoop, kneel, crouch, or crawl, and smell.

While performing the duties of this job, the employee regularly works in the outside weather conditions. The employee frequently works near moving mechanical parts and is frequently exposed to wet and/or humid conditions and vibration. The employee is occasionally works in high places, precarious places and occasionally exposed to fumes or airborne particles, toxic, or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is occasionally loud.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:
Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056
Or
Fax to: (305) 474-1286**