



## **Horticulture Field Inspector**

**Category:** Classified  
**Pay Grade:** C20  
**Job Code:** 14862

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### **JOB SUMMARY**

Performs moderately independent horticulture work conducting site inspections, data entry, and contractor oversight; conducts 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; may assist with volunteer efforts and routine and/or quick response maintenance activities.

### **ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)**

- Performs daily inspections of contracted properties, prepares daily inspection reports, and recommends appropriate actions to be taken to maintain compliance with applicable permit and contract requirements;
- Oversees inhouse work performance data for purposes of accuracy, consistency, and work effectiveness;
- Implements procedures to ensure standardization of contract documents;
- Writes contract specifications for countywide contracts and assists in purchasing process and contract management;
- Assists and participates in formulating Invitation for Bid (IFB) and Request for Proposal (RFP) processes;
- Tracks budget and assists in annual budget preparation and acquires purchase orders and approves contractor invoices;
- Participates in meetings with public officials, private citizens, and contractors;
- Assists in the development of project plans and specifications;
- Enters data and maintains databases;
- Creates GIS maps;
- Performs other related job duties as assigned.

### **QUALIFICATIONS**

#### **Education and Experience:**

Associate's degree with coursework in horticulture science and one (1) year of training and/or experience with contract management; or three (3) years of experience in horticulture science; or an equivalent combination of education, training, and/or experience.

#### **Special Qualifications (May be required depending on area of assignment):**

- 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.
- Other knowledge, skills, abilities, and credentials required for a specific position.

#### **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;
- Ability to use or repair small, medium, and heavy equipment and machinery.

### **PHYSICAL/MENTAL DEMANDS**

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- **Balancing:** Maintaining body equilibrium to prevent falling while walking, standing or crouching on narrow, slippery, or erratically moving surfaces. The amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
- **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- **Fingering:** Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- **Grasping:** Applying pressure to an object with the fingers and palm.
- **Handling:** Picking, holding, or otherwise working, primarily with the whole hand.
- **Lifting:** Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- **Pulling:** Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- **Reaching:** Extending hand(s) and arm(s) in any direction.
- **Visual ability:** Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- **Hearing ability:** Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- **Speaking ability:** Sufficient to communicate effectively with other individuals in person and over a telephone.
- **Mental acuity:** Ability to make rational decisions through sound logic and deductive processes.
- **Talking:** Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- **Repetitive motion:** Substantial movements (motions) of the wrist, hands, and/or fingers.
- **Standing:** Particularly for sustained periods of time.
- **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

### **WORKING CONDITIONS**

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.