



## JOB OPENING

---

### Field Inspector / Arborist

**Salary Range:** \$46,350- \$62,800

*Full-Time, Exempt position*

**Closing Date:** Open until filled

**Reports to:** Director of Parks

#### Summary

The Field Inspector monitors the Town's landscape, primarily its urban forestry, arbor care, landscape/horticulture maintenance operations, and provides field support to other Town operational areas, as needed. This position also involves coordinating the activities of designated Town projects to ensure that goals and objectives are accomplished within prescribed time frame and funding parameters.

#### Essential Duties:

- Under direction of the Director, plans, develops, schedules, directs and implements a year-round, Town-wide urban forestry, field inspection management and quality assurance program
- Conducts periodic inspections of all Town trees, landscape, and road/right-of-way areas, noting deficiencies and issuing instructions to correct problems; plans for future maintenance activities
- Reviews work orders for maintenance activities; maintains accurate records
- Coordinates and schedules work activities to avoid conflicts of use
- Coordinates and monitors work performed by outside contractors
- Reviews plans for new parks, green spaces and facilities for trees/landscaping and types used
- Maintains Town-wide Tree Inventory Management software
- Follows up with residents' requests.
- Reports any pot-holes, down street signs, broken sidewalks, or any quality of life issues.
- Performs minor field work on as needed basis.
- Serves as part of the emergency management team responding to inclement weather events.
- Oversees services provided for in contracts for landscape maintenance, tree planting, stump grinding, pruning, and storm response, as assigned.
- Administers Town tree permitting program
- Other duties as assigned.



## JOB OPENING

### Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Word, Excel, Outlook.
- Ability to establish and maintain effective working relationships with co-workers, other Town departments, peers, vendors, contractors and the general public.
- Good written and verbal communication skills.
- Ability to work outdoors regularly; Work hours may vary, including evenings, weekends and some holidays.
- Leadership, teambuilding and problem-solving skills

### Minimum Requirements:

Three (3) years of experience in arboriculture, landscape/grounds maintenance, right of way maintenance or horticulture maintenance. **Applicant must hold valid certification by the International Society of Arboriculture (ISA) as an Arborist.** High School Degree/GED or equivalent; A Valid FL Class "E" Driver's License.

Applicant must comply with employment policies established by the Town of Miami Lakes. This may include, but is not limited to, a written examination, comprehensive background investigation and drug/alcohol screening.

*The Town of Miami Lakes is an Equal Opportunity Employer and Drug Free Workplace.*

**To apply: Please forward a resume and letter of interest to the Town of Miami Lakes via email: [Jobs@miamilakes-fl.gov](mailto:Jobs@miamilakes-fl.gov). Individuals with disabilities requiring accommodations must contact the Human Resources Department by calling (305) 364-6100.**

Approved by: 09/24/21