



## JOB OPENING

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### Arbor Coordinator

**Salary Range:** \$32,000 - \$48,000 annual  
\$15.38-\$23.07 hourly

*Full-Time, Non-Exempt position*

**Closing Date:** Open until filled.

**Reports to:** Director of Parks and Recreation

#### Summary

The Arbor Coordinator monitors the Town's urban forest, 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 the prescribed time frame and funding parameters.

#### Essential Duties:

- Under direction of the Director, assists with planning, developing, scheduling and implementing 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.
- 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.



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- Administers Town tree permitting program.
- Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

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

### **Minimum Requirements:**

Associate's degree in Horticulture, Parks and Recreation, or other related field and two years of work experience in the area of parks, horticulture or arbor management. Bachelor's degree is preferred. Related work experience may be substituted for required education on a year to year basis.

Ability to obtain International Society of Arboriculture (ISA) Certification within one year of employment; 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 04/22/2014