



CITY OF MIAMI GARDENS
invites applications for the position of:

SITE PLANNER/LANDSCAPE REVIEWER

SALARY:

\$23.16 - \$34.74 Hourly
\$48,171.97 - \$72,258.16 Annually

GENERAL DESCRIPTION:

Performs technical work involved with plans review and site plan review to include the review of landscape plans and tree impact permits for conformity with the City's Tree Protection and Zoning Ordinance.

ESSENTIAL JOB FUNCTIONS:

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.

Reviews construction plans and landscape plans related to building permits and zoning permits to ensure development projects comply with the Land Development Regulations, Tree Protection and Zoning Ordinances.

Administers, interprets, explains and enforces Zoning Ordinance and Tree Protection Ordinance

Process residential, commercial, industrial site plans and building permits.

Review landscape plans and tree impact permits applications, including removal, relocation, pruning, root pruning, planting and mitigation.

Responds to complaints regarding illegal tree removals, tree abuse and non-compliance with the Tree Protection and Zoning Ordinance.

Assist with violations investigation of the Tree Protection and Zoning Ordinance.

Conducts site visits for proposed development sites to gather background information needed for approval of applications.

Attend meetings and serve as a resource to other City departments, divisions, the general public, and outside agencies regarding tree impact permits, landscape permits and the Tree Protection and Zoning Ordinance.

Conducts research and prepare documentation for meetings; interpret and explain municipal codes and ordinances to members of the public, contractors, business owners, and other interested groups.

Answers questions and provides information to the public, design professionals, elected officials and other City staff on zoning and landscape requirements and standards.

Represent the City as needed at technical and public meetings including attendance at agency meetings at the county or state level.

Provides prompt and reliable service.

Demonstrates flexibility and a "can-do" approach.

Exhibits problem-solving skills.

Follows through on commitments made to customers and internal departments and staff.

Responds to public inquires in a courteous manner.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of land development regulations, tree protection and zoning ordinances; ability to read, interpret, implement, and apply zoning regulations to building plans, landscape plans and site plans review; knowledge of land use and development principles and practices; knowledge of Best Management Practices, Florida Friendly Landscape Principles, plant identification, and landscape design; ability to prepare and present technical reports; ability to deal effectively and objectively with the general public; ability to explain provisions of the Tree Protection and Zoning ordinance in clear terms to the general public; ability to establish and maintain cooperative relationships with public officials, contractors, owners, engineers, architects, and general public; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; confidentiality; dependability; initiative; resourcefulness; thoroughness; good judgment; proficiency with Microsoft Office programs (Outlook, Word, Excel, Powerpoint) and Adobe software; ability to work independently on concurrent projects in a fast-paced professional environment; Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with minimal direction or oversight.

Education & Experience Requirements:

Graduated from an accredited college or university with a Bachelor's degree in landscape architecture, architecture, urban planning or closely related field. Have at least two (2) years professional experience from a state, county, local government planning agency or private organization directly involved in land development or land use design functions. Must possess and maintain a valid Florida driver's license throughout employment. An equivalent combination of education, training and experience may be considered. Bilingual abilities are a plus.

Licenses & Certificates:

AICP or LIAF certification preferred. LIAF certification from Landscape Inspectors Association of Florida must be obtained within 1 year of employment and must be maintained while employed in this classification.

Work schedule is Monday – Thursday, 7:00 a.m. to 6:00 p.m. or 8:00 a.m. to 7:00 p.m.

SUPPLEMENTAL INFORMATION:

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 functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands and fingers to handle, or operate objects, tools, or controls; and reach with hands and arms. The noise level in the office environment is moderately quiet. Ability to lift and move maps from cabinets and various locations. Ability to identify and distinguish colors for color map production. May be required to work outside in various weather conditions when doing field work. May be required to work late after normal work hours to attend meetings, solicit public input, or provide public assistance.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.miamigardens-fl.gov>

Job #0351-001
SITE PLANNER/LANDSCAPE REVIEWER
SR

18605 NW 27 Avenue
Miami Gardens, FL 33056
305-622-8030

jobs@miamigardens-fl.gov

SITE PLANNER/LANDSCAPE REVIEWER Supplemental Questionnaire

- * 1. Which best describes your level of education?
 - High School Diploma or GED
 - Some College
 - Minimum of 60 College Credits or more
 - Associate's Degree
 - Bachelor's Degree
 - Master's Degree or Higher
- * 2. How many years of experience do you have in land development or land use design functions?
 - No experience
 - Less than 2 year
 - 2 years to less than 3 years
 - 3 years to less than 4 years
 - 4 years to less than 5 years
 - 5 years or more
- * 3. This position requires you to possess and obtain within one (1) year of employment the LIAF certification from Landscape Inspectors Association of Florida. Do you understand this is a requirement of this position and contingent of continued employment?
 - Yes
 - No
- * 4. Do you currently possess a valid State of Florida Driver's License?
 - Yes
 - No
- * 5. Which languages can you speak fluently?
 - English
 - Spanish
 - Creole
 - French
 - Chinese
 - Other
- * Required Question