



## **Landscape Inspector II #00828**

City of Virginia Beach – Job Description

Date of Last Revision: 07-01-2023

**FLSA Status:** Non-Exempt

**Pay Plan:** General

**Grade:** 23

### **City of Virginia Beach Organizational Mission & Values**

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

### **Class Summary**

Review landscape design and construction plans for tree protection and City code compliance; administer landscape maintenance, landscape installation, and arboricultural contracts and perform inspections for compliance; conduct tree condition and maintenance assessments and inspections; prepare arboricultural and landscape installation bid solicitations; provide expert court testimony on tree related matters; schedule the work of personnel engaged in landscape inspections, landscape installations and tree removal and tree maintenance work to ensure compliance with controlling regulations and ordinances; and assist City Arborist.

### **Representative Work Functions and Responsibilities**

Establish priorities and work schedules in support of tasks received from higher supervision through review of current plans submitted and existing priorities.

Ensure that landscape plans are in compliance with City Sub-Division Ordinance by properly reviewing plans for content, bonding, and implementation.

Ensure that landscape installation and maintenance contracts, and tree removal/maintenance contracts are in compliance with standards and specifications.

Prepare and maintain written records and reports to support review comments of field inspections.

Conduct tree condition and maintenance assessments and inspections, including hazard tree evaluations.

Prescribe arboricultural treatments and prepare arboricultural and landscape installation bid solicitations.

Provide expert court testimony and assistance to the public on governing tree related matters.

Schedule the work of personnel engaged in landscape inspections, landscape installations and tree removal and tree maintenance work to ensure compliance with controlling regulations and ordinances.

Assist City Arborist and other departments as needed.

Assist with the development and implementation of policy and procedures to ensure an accurate and

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expeditious review and inspection process.

Prepare and maintain written records and reports to support review comments of field inspections.

Report to work during periods of emergency or inclement weather to perform vital services as determined by higher authority to ensure the safety and welfare of the general public.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

### **Performance Standards**

Coordinate the inspection and review of commercial development plans and sites as related to landscaping and tree protection requirements under the current site plan and tree ordinances to ensure an accurate and expeditious review and inspection timeframe; diplomatically communicate with the development community and City staff to obtain compliance whenever possible; coordinate inspections activity of all inspections functions as related to landscaping and hazard trees with other City departments; write concisely and speak in an articulate manner to City staff, contractors, the development community, and the public; and respond on time to required reports, assigned projects and activities.

### **Minimum Qualifications**

Requires any combination of education (above the high school level) and/or experience equivalent to five (5) years in fields such as arboriculture, horticulture, landscape architecture or inspections that utilize the required knowledge, skills and abilities.

Must have, or obtain, a current and valid Virginia or North Carolina driver's license in accordance with Virginia or North Carolina DMV driver's license eligibility requirements.

### **Special Requirements**

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

This position may require the incumbent to possess ISA Arborist Certification.

This position may require the incumbent to possess a Virginia Commercial Pesticide Applicator License (Categories 3A, 3B, and 6).

This position may require that incumbents wear and maintain appropriate personal protective equipment such as, but not limited to, steel toed shoes, safety glasses, gloves, or other designated safety attire and equipment in designated areas of risk. Specific requirements will be determined and communicated by the employee's supervisor based on position assigned.

Positions within this class have been designated as Alpha I positions requiring employees to work during inclement weather, regardless of the City's operational status.

### **Knowledge-Skills-Abilities Required to Perform Satisfactorily**

#### **A. Knowledge**

1. Knowledge of the specialized theories, principles, practices and techniques of arboriculture, plant biology, plant identification, landscape design and common insect and disease disorders of trees and ornamental plants and respective treatments.
2. Knowledge of the operational functions and the organizational structure of municipal

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This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

departments and agencies.

3. Knowledge of municipal development ordinances and administrative directives as they relate to landscaping and tree protection requirements.
4. Knowledge of development plan interpretation as it relates to landscape design and tree protection.

**B. Skills**

1. Skill in the performance of code enforcement functions, including hazard tree abatement, review of landscape plans and completion of on-site inspections.
2. Skill in diagnosing pathological problems in trees and preparation of appropriate control and corrective recommendations.
3. Skill in performing hazard tree assessments and making appropriate recommendations for corrective action.
4. Skill in landscape evaluation and design techniques; e.g., determination of the type, amount, and spacing of plants within a defined area to achieve a desired landscape effect.
5. Skill in report writing and communicating with staff of other departments.
6. Skill in the clear and concise communication (both oral and written) of technical information related to development standards with tact and diplomacy.
7. Skill in effectively scheduling inspection and enforcement activities.
8. Skill in providing expert court testimony and public assistance on governing tree related matters.

**C. Abilities**

1. Ability to establish and maintain effective working relationships with city officials, employees, and representatives of the development community.
2. Ability to motivate staff and schedule landscape inspections in the accomplishment of assigned tasks.
3. Ability to interpret and monitor the design and installation of detailed landscape plans.
4. Ability to prescribe arboricultural treatments and prepare arboricultural and landscape installation bid solicitations.

**Working Conditions**

Working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level both internally and externally with all posted open positions.

*NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.*

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