

ZONING/LANDSCAPE FIELD REPRESENTATIVE I**NATURE OF WORK**

This is entry level technical field and administrative work related to the construction review of multi-family and commercial building projects.

An employee in a position allocated to this class reviews contract documents to determine completeness and constructability; reviews civil, landscape and site plans and conditions of approval for accuracy and according to required codes; conducts on-site inspections to ensure acceptable quality of construction and contract compliance; monitors progress and performance of contractors; and, reviews Landscape requirements and change orders. Work is performed according to County regulations, policies and guidelines and incumbents are expected to work independently. Work is performed under the supervision of the Senior Zoning/Landscape Field Representative.

EXAMPLES OF WORK

Reviews site plans, civil drawings, specifications, shop drawings and related construction documents.

Conducts on-site inspections.

Prepares inspection and project meeting reports.

Reviews landscape plans for Zoning requirements, conditions of approval and all ULDC requirements.

Monitors the construction schedules and reports on progress.

Assists Landscape Architect in the preparation of punch list and closeout documentation.

Advises technical support personnel and the public in interpreting and applying code requirements and site planning principles to applications for land development.

Issues permits with conditions as needed for removal of vegetation on common areas, multi-family and commercial sites.

Answers questions from the general public, contractors, engineers, Landscape Architects and land development professionals on code related issues and administrative interpretation.

Insures parking requirements are satisfied and handicapped access to the building entrance is provided.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of industry standards and construction quality.

Thorough knowledge of the materials, methods, principles and practices used in the Landscape Industry and related construction trades.

Thorough knowledge of building codes and regulations.

Ability to read and interpret construction plans and specifications and the ability to recognize deviations from such plans in the construction process.

Ability to read and interpret grading, civil, site and landscape plans and recognize deviations from such plans during the construction process.

LANDSCAPE FIELD REPRESENTATIVE I - CONT'D**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES - CONT'D**

Ability to comprehend and present ideas effectively, both orally and in writing.

Ability to submit clear, concise reports as required.

Ability to understand construction schedules and schedule of values.

Ability to develop and maintain effective working relationships with Landscape architects, contractors, engineers, the public and other staff personnel.

Ability to organize information, schedule daily activities and to work independently.

MINIMUM ENTRANCE REQUIREMENTS

Graduation from high school or equivalent recognized certification; two (2) years of college level courses in Environmental Science, Biology, Botany, Landscape Architecture, Horticulture or related field or two (2) years of experience as landscape contractor, nursery manager, forester or related field; or any equivalent combination of related training and experience.

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