

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

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

An employee in a position allocated to this class independently 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

Independently reviews the site development element of building plans and related technical drawings for compliance with land development regulations.

Inspects sites prior to DRO/BCC approval and issues comments/staff reports.

Reviews site lighting on site and obtains Site Lighting Certificate.

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.

Assists Architectural/landscape Representative I in interpreting and applying code requirements and site planning principles to applications for land development.

Reviews complex site plans for their compliance with stated code requirements and analyzes functional relationships among their internal and external elements.

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

ZONING/LANDSCAPE FIELD REPRESENTATIVE II - CONT'D**EXAMPLES OF WORK - CONT'D**

Deals directly with general public, contractors, engineers, Landscape Architects on code related issues.

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.

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 establish and maintain a professional working relationship 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 an equivalent recognized certification; three (3) years of college level coursework in Environmental Science, Biology, Landscape Architecture, Horticulture or related field or three (3) years of experience as a Landscape Contractor, Nursery Manager, Forester or in landscape design/installation or related field; and one (1) year of experience as a Zoning/Landscape Field Representative I; or any equivalent combination of related training and experience.