

CITY OF CORAL SPRINGS

Classification Description

CLASSIFICATION TITLE: Environmental Coordinator/City Forester
FUNCTIONAL AREA: Community Development Department

WORK OBJECTIVE:

Under administrative direction, the purpose of the position is to coordinate and supervise land and environmental projects and programs. Employees in this classification are responsible for assisting senior level management and directing professional consultants. Objective is to preserve and enhance the City's natural and aesthetic land use and the environment through practical application of the Land Development Code and all applicable established zoning and code regulations.

ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Reviews, evaluates and responds to various development and zoning plans, e.g., site planning, surveys, engineering plans and landscape plans.
- Reviews and analyzes site plans to determine compliance with all applicable codes, ordinances and regulations.
- Creates and provides recommendations on staff memorandum.
- Prepares, drafts and reviews various letters, reports, legal contracts as necessary.
- Prepares and presents reports to various planning commissions, City Commission, and other local, state and federal governmental agencies for special planning and environmental requests, e.g., forestry issues, land development and environmental ordinances.
- Performs research and analysis relative to technical studies, and traffic and noise in specific areas of the City.
- Generates and distributes notices of violations for tree permitting; performs legal negotiations.
- Provides assistance to the general public in interpreting planning procedures for compliance with City codes, regulations and ordinances.
- Administers, budgets, and manages the City grants program for the Development and Forestry Divisions.

Environmental Coordinator/City Forester

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Forestry or related field; supplemented by three (3) to four (4) years progressively responsible experience in development and forestry work; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Knowledge of business English and spelling.

Thorough knowledge of all laws, ordinances, codes and regulations of City Planning and Zoning with regard to Forestry.

Knowledge of current codes and regulatory standards governing natural and structural development.

Ability to understand, follow and direct written and oral instructions.

Ability to operate basic office equipment.

Ability to access, operate and maintain various software applications.

Ability to read, update and maintain various records and files.

Ability to read, interpret and explain City, State, and Federal laws, ordinances and regulations applicable to the work.

Ability to provide plans review oversight and recommend/develop modifications as necessary to ensure overall project compliance with applicable codes and regulatory standards.

Ability to establish and maintain effective working relationships with departmental personnel, supervisors and the general public.

Skill in clearly communicating information both verbally and in writing.

PHYSICAL REQUIREMENTS:

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

ENVIRONMENTAL REQUIREMENTS:

Most work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations. Some Tasks are performed in outdoor environments. Due to the nature and non-specific location of the work environment, tasks include potential for intermittent exposure to disagreeable elements, e.g., heat, humidity, inclement weather.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.