

CLASS TITLE: LANDSCAPING SPECIALIST

Pay Range: 07
Exempt: No
Shift: Part-time (On Call)

This individual will be responsible for the maintenance and development of the total Facility grounds. The individual will be responsible for the cleanliness, appearance and upkeep of all Facility grounds. Work is performed under the general direction of the Inmate Services Sergeant. The individual will be required to work a total of two to three days per week.

QUALIFICATIONS REQUIRED:

Minimum of a high school diploma, with some experience in landscape design and horticulture.

JOB COMPLEXITY:

Ensures that grounds, flora, and design integrity are maintained. Responsible for developing new landscaping themes.

CONSEQUENCE OF ACTIONS:

Directly responsible for the appearance of the Facility grounds presented to the public and other professionals.

ASSETS:

This position involves the responsibility of Monroe County Sheriff's Office assets (landscaping equipment).

WORK CONTROLS:

Work is performed independently under the general direction of Inmate Services Sergeant.

PERSONAL CONTACTS:

Work involves contact with MCSO members and individuals in the community. Must be able to communicate with nurseries, excavators, etc. Must be able to order materials in tons, cubic yards, etc.

SAFETY OF OTHERS:

Position is directly responsible for supervising trustee inmates assigned to landscaping. This involves supervision in areas where no timely back-up personnel are readily available. Directly responsible for the safety of trustee operating mowers, hedgers, weed whackers, and other potentially dangerous machinery.

PHYSICAL EFFORT:

Position does involve some physical effort in maintaining the landscaping around the facility

HAZARDS:

Work involves some hazard in supervising inmates, and various landscaping equipment and machinery. Inmates have access to knives, hammers, shears, screwdrivers, etc. This supervision often takes place in areas distant from immediate back up.

WORK ENVIRONMENT:

Generally, work is performed outside around the facility.

SUPERVISORY AUTHORITY:

Work involves no significant supervisory authority over Sheriff's Office personnel.

EXAMPLES OF DUTIES:

Oversee a crew of 4 to 6 inmates.

Abide by the Bureau of Corrections policies and procedures regarding the supervision of inmates.

Work a minimum of six (6) hours a week and a maximum of ten (10) hours per week. The hours can be flexible coordinating with Inmate Services Sergeant.

Provide weekly safety briefing and teach inmate workers the proper procedures on using landscaping equipment.

Continually upgrades and beautifies the entire facility grounds.

Knowledge of tropical and sub-tropical shrubs, trees, etc.

Knowledge of a wide variety of fertilizers, herbicides, and pesticides.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge in equipment such as leaf blowers, hedge trimmers, riding lawn mower, weed whackers and other small engine equipment

Knowledge and experience with landscaping in a tropical climate.

Ability to supervise inmates and delegate responsibilities amongst them.

SPECIAL REQUIREMENTS:

Must possess a valid driver's license issued by the State of Florida.

One person will be hired as the primary landscape specialist. When the primary cannot conduct the daily duties for a week, a secondary will be called.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Monroe County Sheriff's Office does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.