

MAJOR FUNCTION

This is responsible senior and executive-management work providing leadership, direction, and oversight for one of the two divisions of the Community Beautification and Waste Management Services Department. The employee must successfully manage a considerable variety of professional and complex work associated with the Community Beautification and Waste Management Services department. Work is performed under the general direction of the General Manager-Solid Waste Services, and the employee is expected to exercise considerable independent judgment, discretion, and initiative in carrying out designated responsibilities with efficiency and effectiveness. Work is reviewed through conferences, reports, observations, analyses of reports and recommendations, and by results obtained for conformance to applicable standards.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Responsible for developing the organization, work plans and procedures and overseeing the operations of the Community Beautification and Waste Management Services mission, work plans and objectives. Responsible for ensuring that operational responsibilities are conducted within applicable prudent industry practices, generally accepted ANSI and OSHA practices and consistent with the City's customer service standards. Participates in the development of the long-term Community Beautification and Waste Management Services strategic plan and the annual operational plans to support the strategic plan. Responsible for the establishment and administration of safety programs and practices to promote a safe work environment. Responsible for ensuring compliance with all applicable regulatory requirements including, but not limited to, Florida Department of Environmental Protection, Florida Department of Agricultural and Consumer Services; other applicable local, state and federal regulations and requirements, and standards. Oversees and provides leadership and direction for the development of cost estimates, plans, specifications and schedules for projects within the division. Directs, coordinates and oversees the purchase, acquisition and management of contracts and purchases for materials and services to support projects. Responsible for analyzing, preparing, administering, and exercising final approval authority for the division's operational and capital budgets, including authorizing expenditures and reallocating funds to meet operational priorities in alignment with departmental and City goals. Under the authority of the General Manager, manages personnel actions and issues including hiring, advancement, retrogression, dismissal, disciplinary action, training, staff development and the grievance process, in compliance with city policies and procedures and makes recommendations to the General Manager, as applicable. Develops goals and objectives for staff, conducts performance evaluations and recommends approval or denial of merit increases. Responsible for reviewing plans and resolves problems in conjunction with top division personnel. Prepares and reviews City Commission agenda materials and represents the division before the City Commission. Prepares reports required to be filed with regulatory agencies on behalf of the City. Represents Community Beautification and Waste Management Services with the local media, public, customers and other City Departments. Renders testimony on City's behalf before State agencies, public hearings and civil courts. Performs related work as required.

Community Beautification Division: Responsible for planning, directing, and coordinating the operations and programs relative to landscape construction and maintenance, urban forestry planning and maintenance, emergency operations, right of way and cemetery operations, and administration of the Tree Bank Program.

Waste Management Service Division: Responsible for planning, directing, and coordinating the operations and programs relative to commercial and residential garbage, recycle and trash collection,

street sweeping, emergency operations and management of collection of debris generated by natural disasters.

Other Important Duties

Serves in an acting capacity for the General Manager-Community Beautification and Waste Management Services in their absence. Attends and participates in conferences and meeting and represents the perspective of the department or the City, as directed. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities and Skills

Considerable knowledge in one or more of the department's operational areas (community beautification or waste management services). Considerable knowledge of modern utility, business and management practices. Considerable knowledge in the principles of supervision, training, and performance management. Through knowledge of financial management issues including, budgeting (operations and capital), project accounting, procurement activities, and cost control/tracking. Knowledgeable in the applicable federal, state and local regulatory requirements applicable to area of assignment; environmental standards, other guidelines and rules. Knowledgeable of techniques used in contract negotiations and management of materials and services. Ability to manage multiple high priority complex issues simultaneously, potentially for long periods of time. Ability to work under significant pressure and demands while maintaining a professional demeanor. Ability to handle highly complex and controversial issues with tact and diplomacy. Ability to work across departmental lines, often times seeking output and support from other areas of the organization. Ability to apply sound business practices and corporate guidelines to make decisions based on available information with little or no direct supervision. Ability to prepare or direct preparation of technical reports, analysis and documents. Ability to communicate effectively both orally and in writing with a wide range of audiences, including internal staff, other City departments, the public, customers, regulatory agencies, and the media. Ability to establish and maintain effective working relationships with internal and external stakeholders. Possesses management style and values that are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Community Beautification: Possession of a bachelor's degree in agriculture, urban forestry, horticulture, or a related field and six years of professional experience that includes urban forestry or horticultural operations or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Waste Management Services: Possession of a bachelor's degree in business or public administration or a related field and six years of professional experience that includes the delivery of waste collection and street sweeping services to the public or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid State class "E" license.

Community Beautification Division: Must possess a Commercial Restricted Pesticide license. Must obtain the Board-Certified Master Arborist certification issued by the International Society of Arboriculture within six months of appointment, as a condition of continued employment.

Waste Management Division: Must possess a Commercial Driver's License (CDL).

ust obtain Certified Municipal Solid Waste Management Systems credentials from the Solid Waste Association of North America.

During emergency situations, these positions are considered essential employees and must be available to work for extended hours or extended periods including being away from family for an extended period.

An incumbent of this job classification may be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 10-22-25