

# JOB DESCRIPTION



## JOB INFORMATION

<i>Job Title:</i>	Horticulturist	<i>Civil Service:</i>	No
<i>Department:</i>	Parks & Recreation	<i>Bargaining Unit:</i>	Yes
<i>Reports to Position:</i>	Parks & Recreation Deputy Director	<i>Pay Grade:</i>	AFSCME 2
<i>Location:</i>	Thomas Park	<i>Overtime Status:</i>	Hourly
<i>Effect. Date:</i>	4/23/2020	<i>FLSA Status:</i>	Non-Exempt

## JOB SUMMARY

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This is a skilled position within the Parks and Recreation Department. Work involves technical horticulture tasks associated with the planning, implementation, care, and maintenance of the planting beds within the City Parks and City owned areas. Provide technical guidance for the City's beautification in the parks, city owned areas, and Right of Way planting beds and pots. They will plan, direct, and coordinate with subordinate personnel.

## ESSENTIAL JOB DUTIES/WORK PERFORMED

*List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*

- Plan, organizes, trains, and coordinates seasonal staff and equipment to conduct seasonal planting and maintenance activities in city owned beds and pots.
- Plan and Organize a seasonal maintenance program for the city owned plant beds and pots located in parks and city owned spaces including a management plan for weeds, pest, and disease control.
- Plans and Designs annual and perennial flower beds and pots
- Inventories, maps, and labels plant material for educational purposes in city owned areas.
- Organize and coordinate volunteer efforts within the parks, public spaces, and other city owned areas to assist with city beautification.
- Coordinate with partnered organizations and individuals maintaining beds and areas through the adopt-a-spot program.
- Organize environmental programs for the community such as gardening practices, seed ball making, and etc
- Performs building, special ground, horticulture, and general maintenance including mowing, trimming, weeding, and irrigation; caring for plants and trees.
- Performs all maintenance aspects of planting and growing perennial and annual plants located in park/city properties.
- Performs general maintenance activities in and around city facilities such as the cemetery, city hall, library, and over 70 flower beds.
- Operates a variety of equipment including mowers, sprayers, tillers, weed trimmers, pruning equipment, gas powered irrigation pumps.
- Performs related work as required.

## REQUIRED KNOWLEDGE AND SKILLS

*List key dimensions (measurements for success) for this position:*

- Knowledge of all phases of ornamental horticulture.
- Knowledge of plant propagation and cultivation
- Knowledge of the methods, tools, equipment, and materials used in horticulture, landscaping and grounds maintenance.
- Knowledge of and ability to use computer applications, including Microsoft Office.
- Ability to understand oral and written instructions.
- Ability to prepare clear and concise oral and written reports.

- Ability to plan, direct, coordinate and controls the activities of subordinate personnel
- Ability to establish and maintain effective working relationships with fellow employees and the general public.
- Physical strength and ability to work outdoors under occasional adverse weather conditions.
- Knowledge of first aid, occupational hazards and the necessary safety precautions.

## ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to lift up to 50 pounds for various park needs including plant materials, equipment, etc.
- Ability to work long hours outdoors, occasionally under adverse weather conditions.
- Ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevel grades and heavily vegetated areas.
- Ability to bend to operate equipment and maintain flowers and shrubs.
- Ability to operate all department power equipment.
- Must not pose a direct threat to the health or safety of other individuals in the workplace or citizens encountered during work.
- Understanding of plant care and proper maintenance techniques.
- Growing of flowers from seed to planting.
- Overall care of all annual and perennial plants to include weeding, watering, fertilization, “dead heading” to increase survivability.

## QUALIFICATIONS

List the minimum requirements to be considered for this position:

- High School diploma required.
- Graduation from a college or university with at least an Associate’s degree in horticulture, botany, natural sciences, or a closely related field is desirable
- Any equivalent combination of experience and training may be acceptable.
- Must possess valid Iowa driver’s license.

## WORKING CONDITIONS

List working conditions for this position:

- Works in both an office environment and outdoors; may be exposed to adverse weather
- Works a standard work week
- May be required to work overtime upon demand of workload

## REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
- Drug Screening
- Driving Record
- Pre-Employment Physical