

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: HORTICULTURIST

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification design and plan horticultural and landscaping projects to enhance City-owned properties throughout College Park. Work involves designing horticultural and landscaping plans that meet aesthetic standards and are appropriate for climate and environmental conditions. Serves as the City advisor regarding horticultural matters. Work involves scheduling, assigning and evaluating program activities. Directly supervises subordinate groundskeepers who in turn oversee the work of grounds laborers and other assigned crewmembers. Engages in landscaping and horticultural maintenance work as needed. Reports to the Deputy Director of Public Works.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Designs and develops plans for horticultural and landscaping projects to include selection and placement of plants, trees and flowers.
- Provides technical guidance and supervision to landscaping crew leaders. Ensures crews construct, prepare, plant, and maintain horticultural and landscape projects according to design plans and that proper procedures are followed to maintain the healthy condition of plants. Performs landscaping duties with crews for projects as needed or as difficulty of project dictates.
- Prepares all letters, reports and correspondence regarding horticultural matters. Presents landscaping projects to appropriate councils for review and approval.
- Responds to questions, issues and complaints regarding horticultural issues. Participates in special horticultural projects and/or meetings; and responds to requests for horticultural assistance and advice from local government and civic associations.
- Schedules and supervises landscaping work performed by outside contractors. Ensures contractors adhere to project plans; reviews and approves final work product.
- Purchases all landscaping and pesticide supplies. Monitors expenditures and maintains budgets for assigned programs.
- Develops and prepares grant proposals for green space funding. Administers grants and maintains necessary documentation.
- Supervises the operation of the Composting Facility to include quality control and marketing.
- Performs supervisory duties to include training, assigning and reviewing work and conducting performance evaluations.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Technical Knowledge:

- Considerable knowledge of the principles, methodologies, and practices of horticultural and landscaping design and maintenance.

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- Considerable knowledge of the types, characteristics and needs of plants that are suitable for the geographic area and for use in landscaping projects.
- General knowledge of the procedures and policies that govern City procurement and program budgeting activities.
- General knowledge of the principles of training and leading staff in landscaping and horticultural activities.

Physical Requirements:

- Ability to bend, stoop, and lift in the performance of landscaping construction and maintenance work. Ability to use various landscaping tools, equipment and materials.

Language Ability & Interpersonal Communications:

- Ability to design, prepare, report and present landscaping and horticultural plans. Ability to prepare reports and records on landscaping projects and activities.
- Ability to provide technical guidance, supervision and advice regarding the care, planning and development of horticultural projects.
- Ability to communicate effectively with the public, department and City officials, and community organizations regarding horticultural and landscaping activities and issues.
- Ability to follow oral and written instructions.
- Ability to plan, supervise and evaluate the work of subordinates

Environmental Adaptability

- Work is performed both in and outdoors. Landscaping duties requires ability to work in varying weather conditions including extremes of temperature and precipitation.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from an accredited college or university with a Bachelor's degree in horticulture or a related field. Requires 3 - 5 year of experience planning, supervising and performing landscaping and horticultural project work; or any equivalent combination of training and experience that provides the required knowledges, skills and abilities.

Additional Requirements: Must possess Maryland pesticide application certification. Requires possession of a valid driver's license (CDL with airbrake and tanker endorsements preferred). Must possess or be able to obtain Maryland Tree Care Expert certification.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.