



CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Intern, Horticulture	BAND/LEVEL:	NE/00
DEPARTMENT:	Park Services	JOB NO:	INT930
DIVISION:	Arboretum/Botanical Garden	DATE:	03/12/2018
REPORTS TO:	Supervisor, Arboretum/Botanical Garden	FLSA STATUS:	Non-Exempt
FT/PT/SEASONAL:	Temporary	COST CENTER:	515
REPLACES:	New Intern Position	LAST REVISED DATE:	N/A

JOB SUMMARY STATEMENT: This twelve week internship is located at the Overland Park Arboretum & Botanical Gardens in Overland Park, Kansas. This is an educational internship, where the intern will work closely with the Arboretum staff, volunteers and visitors. The emphasis of the internship will be on practical horticulture. Tasks shall include, but are not limited to, planting, maintenance and care of plants, trees and shrubs. Educational sessions will be offered in addition to field trips to other public gardens, nurseries and greenhouse operations.

DUTIES AND RESPONSIBILITIES:

1. Participates in planting, maintenance and care of plants, trees, shrubs and landscaping.
2. Assists in coordinating tasks with other volunteers on site.
3. Cares for plants within the greenhouse prior to installation into the landscape.
4. Loads, transplants and unloads plants and materials.
5. Studies and uses proper horticultural techniques to water, prune, fertilize, weed and mulch.
6. The assigned Intern for this position must be able to work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The assigned Intern must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- Current Enrollment in a degree program with concentration in horticulture, plant science, environmental science or related field from an accredited college or university. Third or fourth year given preference and is preferred.
- Must have a valid driver’s license and maintain an insurable driving record.

SKILLS:

1. Oral and written communication skills.
2. Interpersonal and customer service skills.
3. Attention to detail.
4. Manual dexterity.
5. Effective listening skills.

MENTAL REQUIREMENTS:

1. Ability to prioritize tasks and meet deadlines.
2. Ability to carry out assignment through oral and written instructions.
3. Ability to work independently with self-starter abilities.
4. Ability to work in a hectic environment with interruptions and distracting conditions.
5. Ability to analyze safety situations.
6. Ability to calculate and mix proper fertilizer, chemical and pesticide formulations in a learning environment.
7. Ability to apply diplomacy and sound judgement.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to operate power tools and hand tools.
3. Ability to operate City vehicles and equipment.
4. Exposure to extreme weather conditions.
5. Exposure to chemical liquids, dust, sprays, mists, powders and fumes.
6. Ability to identify and distinguish colors.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Constant	
Walking	Constant	to/from projects, throughout facility as required
Sitting	Frequent	fork trucks and other vehicles
Driving	Occasional	Various equipment, tractor, truck, etc.
Bending	Occasional	moving plants, materials, tools, etc.
Stooping	Frequent	moving plants, materials, tools, etc.
Twisting	Occasional	moving plants, materials, tools, etc.
Kneeling	Occasional	moving plants, materials, tools, etc.
Squatting	Occasional	moving plants, materials, tools, etc.
Crawling	Occasional	moving plants, materials, tools, etc.
Stairs	n/a	n/a
Ladders	Occasional	3-4x/year to access upper barn storage.

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Fertilizer Bag	50 lbs	floor to waist	variable	occasional	To load onto transport. vehicle
Medium Potted Plant	<25 lbs	floor to waist	variable	occasional	5 gal pot.
Flat of Plants	10 lbs	floor to waist	variable	occasional	full flat of small potted plants
Large Potted Plants	50 lbs	floor to waist	variable	occasional	To load onto transport. vehicle
Hose	20 lbs	floor to waist	variable	occasional	To load onto transport. vehicle
Compost Bag	45 lbs	floor to waist	variable	occasional	To load onto transport. vehicle
Concrete Cinder block	38 lbs	Variable	variable	variable	to build retaining walls of variable heights
Grass Seed	50 lbs	Variable	variable	occasional	

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Fertilizer Bag	50 lbs	10 ft.	variable	occasional	carry to planting area from vehicle
Compost Bag	45 lbs	50 ft	variable	occasional	carry to planting area from vehicle
Hose	20 lbs	50 ft	variable	occasional	carry to planting area from vehicle
Medium Potted Plants	25 lbs	50 ft.	variable	occasional	carry to planting area from vehicle
Flat of plants, small	10 lbs	50 ft.	variable	occasional	carry to planting area from vehicle

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
Balled/Burlapped Plant	50 lbs	occasional	To tip for transportation

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
Balled/Burlapped Plant	50 lbs	occasional	To tip for transportation

REACHING	FREQUENCY	DURATION	DESCRIPTION
Below Knee Height	variable	Constant	To pot/plant at ground level
Below Waist Height	variable	Constant	To pot/plant at ground level
Forward > 2 Feet	variable	Frequent	to access plants/materials
Above Shoulder Height	variable	Occasional	to adjust bagger
Lateral Reach	variable	Occasional	to adjust bagger, reach items on conveyor

FINE MOTOR	FREQUENCY	DESCRIPTION
Gripping	Constant	grabbing pots/tools/plants/materials
Pinching	Occasional	fine motor control for handling materials
Wrist Flexion & Extension	Frequent	handling materials, utilizing tools
Wrist Lateral Deviations	Frequent	handling materials, utilizing tools
Pronation & Supination	Frequent	handling materials, utilizing tools