

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Horticulturist	BAND/LEVEL:	Prof I
DEPARTMENT:	Parks Services	JOB NO.:	3930
DIVISION:	Arboretum/Botanical Garden	DATE:	8/1/2013
REPORTS TO:	Supervisor, Arboretum/Botanical Garden	FLSA STATUS:	NE
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 515

REPLACES: Horticulturist **DATE:** 6/28/2012

JOB SUMMARY STATEMENT:

Designs, plans, organizes, coordinates, and supervises planting and maintenance of trees, shrubs, annuals, perennials and turf. Assists in emergency operations, including snow removal as required.

DUTIES AND RESPONSIBILITIES:

1. Supervises Park Attendants, part-time and temporary employees, as well as volunteers. Coordinates work tasks and programs with volunteer groups. Trains staff gardeners and volunteer gardeners in proper techniques. Supervises staff and volunteers in greenhouse plant production and maintenance of nursery plants.
2. Plans, organizes and participates in planting, maintenance and care of turf, trees, shrubs, annuals and perennials, in keeping with established work plans. Oversees botanical labeling and keeps records of plantings and work activity.
3. Assists Arboretum Supervisor in planning, organizing, and participating in construction projects and facility maintenance (to include cleaning of buildings and trash collection).
4. Assists in developing, planning and participating in horticultural educational programs related to the arboretum/botanical garden. Develops and maintains the daily, weekly and annual garden calendar and activities.
5. Designs, plans, orders and oversees seasonal and perennial flower plantings.
6. Performs regular inspections for insect, weed and disease problems. Plans and implements control where necessary.
7. Designs, installs and maintains irrigation systems for annuals, trees, shrubs and turf areas.
8. Creates work orders, tracks time, equipment and supplies utilizing productivity software.
9. Removes snow from walkways and driveways utilizing hand shovel and/or snow blower. Assists in City emergency operations, including snow removal as required.
10. Performs customer service duties, including assisting visitors, set up/take down of event equipment.
11. Keeps abreast of current research on techniques for plant production, landscape planting and maintenance and pest control, through professional associations, publications, workshops and seminars.
12. The employee must 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.
13. The employee 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.

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GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in Horticulture or related field of study, or an equivalent combination of formal education and work experience. Must have a valid driver's license and maintain an insurable driving record. Possession of a Commercial Pesticide Applicators license, 3A and 3B or ability to obtain within 6 months from date of hire.

EXPERIENCE:

Two years experience or an equivalent level of experience, in landscaping, maintenance, construction, and installation of plant materials. Landscape design experience preferred. Experience should include two years in a supervisory or lead position.

SKILLS:

1. Good oral and written communication skills
2. Excellent customer service skills
3. Manual dexterity
4. Good listening skills
5. Effective public speaking/presentation skills
6. Project and time management skills
7. Attention to detail

MENTAL REQUIREMENTS:

1. Ability to read and comprehend city, state and federal regulations
2. Ability to work on or supervise several projects at once
3. Ability to work under distracting conditions
4. Ability to prioritize work
5. Ability to carry out assignment through oral and written instructions
6. Ability to work independently
7. Ability to calculate and mix proper fertilizer, chemical and pesticide formulations
8. Ability to meet deadlines
9. Ability to read and understand construction and landscape plans
10. Ability to analyze safety situations
11. Ability to train and guide others
12. Ability to assess situation and make recommendations

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to operate power and hand tools
3. Ability to operate City vehicles and equipment
4. Exposure to extreme weather conditions
5. Exposure to noisy engines
6. Ability to distinguish colors
7. Exposure to chemical liquids, powders and fumes
8. Ability to traverse rough terrain.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Park Attendants I & II
Temporary & Part-time employees

Indirect: Volunteers

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.

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ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Constant	
Walking	Constant	to/from projects, throughout facility as requird
Sitting	Frequent	fork trunks 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

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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