

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Horticulturist</u>
Sch & Grade	<u>PAT-8</u>
Class Code	<u>CO42</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Plans, organizes, directs and coordinates the activities related to management and maintenance of horticultural assets including a variety of complex support duties involved in the design of landscape construction projects.

SUPERVISION:

Under general supervision of the Public Works Operations Supervisor over the Public Grounds Section. Is responsible for directly and indirectly supervising employees assigned to horticulture-related assets of Public Works.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Supervises, coordinates and schedules the work of employees assigned to the management and maintenance of horticultural assets including plant nursery operations; completes performance evaluations, recommends and implements disciplinary action and participates in and makes recommendations regarding staff hiring decisions; Participates in preparation and monitoring of related operational budgets.
2. Assists in the design of landscape improvements for City public spaces including facilities, streetscapes, and stormwater green infrastructure projects; assists in development and review of construction documents including horticultural specifications; reviews plans for compliance with City and other agency codes, regulations, and policies; coordinates obtaining regulatory approvals; performs on-site surveys and layout of other related designs; prepares cost estimates from designs to establish project budgets; coordinates formal review process for a broad range of landscape improvement plans, including gaining stakeholder input.
3. Assists in contract administration, and may act as project manager and/or inspector as assigned; inspects pre-construction layout & staking of plantings, irrigation, and other related improvements; inspects construction work.
4. Assists in coordinating landscape improvement project construction, establishment and maintenance performed by contracted service, City personnel, volunteers and/or community service groups; coordinates resources and materials, scheduling & dispatching; assists in material specifications and purchases; performs installation and establishment work; tracks labor and material utilization and costs.
5. Participates in comprehensive master planning and the development of policies, procedures, and practices related to landscape improvements and the horticultural management of City public spaces; researches and pursues funding opportunities then administers sources such as grants as required.
6. Coordinates and prepares detailed technical studies and reports using Geographic Information Systems (GIS) and other information systems to support horticultural improvement efforts; performs horticultural asset inventories of improvement sites including plantings, irrigation and other related items; prescribes and develops plans, policies, practices, and methods to improve horticultural assets; develops related training programs for City personnel.
7. Researches and implements sustainable landscaping practices such as the incorporation of native plants and related cultural practices.
8. Investigates complaints related to horticultural operations; provides information to the public and other entities; recommends necessary corrective action; provides public education and relations.
9. Provides expertise and technical assistance to citizens, city staff, governmental units, and other outside agencies concerning horticultural matters.
10. Monitors trends in horticultural practices, new plant introductions, equipment, tools, materials, etc. and conveys relevant information to appropriate staff.
11. Works during emergency and other essential operating periods; storm damage repair and cleanup, inspections and other related tasks.
12. Utilizes computer software systems such as computer-aided design (CAD), word processing, spreadsheets, databases such as city street tree inventory, and GIS; keeps complex record and log information as required including plant and irrigation component inventory, project status, etc.

13. Travels to a variety of worksites.

IMPORTANT FUNCTIONS:

1. Attends conferences, workshops, seminars and other training for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Principles, methods, standards, procedures and techniques related to comprehensive landscape and irrigation design and horticulture including a thorough understanding of related plant biology, taxonomy, anatomy and physiology, erosion control, and Integrated Pest Management (IPM). An emphasis in native plants and related cultural practices such as prescribed burns is desired.

Abilities

Prepare maps, concept plans, and construction drawings using CAD software. Use various other computer applications and equipment. Prepare detailed maps and data analyses using GIS software. Prepare complex written reports and research efforts. Respond knowledgeably to public information requests. Prepare and conduct presentations for staff and the public. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work, including citizens, staff in outside agencies, other City staff, and elected officials. Follow a variety of complex oral and written instructions; communicate effectively both orally and in writing including compiling a variety of reports involving research and analysis of multiple data types and making presentations as needed; deal effectively and courteously with supervisors, co-workers, contractors, vendors, developers, builders, outside agencies and the public; manage a variety of projects simultaneously; interpret construction plans; utilize assigned equipment such as measurement devices, hand held data collection devices and computers; keep accurate records; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform essential functions of job without posing direct threat to the health and safety of others.

Education, Experience and Training

Requires a Bachelor's Degree in Horticulture, Forestry, Agronomy, Landscape Architecture, or related field plus at least three (3) years of increasingly responsible supervisory and/or horticulture work experience directly related to landscape construction activities. A graduate degree in a related field may be substituted for one year of required work experience.

Physical Requirements

Performs bending, squatting, kneeling and reaching to both ground level and overhead; lifts, carries, pushes and pulls up to 50 pounds; must be able to hold and grip objects and possess the ability to operate a computer keyboard and mouse; climbs in and out of ditches, subject to awkward positions and periods of prolonged walking and standing.

Working Environment

Both indoors and outdoors working environments. Fieldwork includes exposures to inclement and extreme weather conditions, dust and pollen, hazards associated with mechanical equipment, hazardous chemicals, construction sites (e.g. dust, gases, strong odors, smoke, etc.), uneven terrain, significant vehicular traffic flows, and electrical hazards associated with utilities. Office environment can be noisy, cramped, and subject to frequent interruptions.

Licensing/Certification

Must possess a valid Missouri Motor Vehicle Operator's License. A valid State Public Operator's License (Ornamental and Turf Category or Right of Way) within probationary period. Good standing as an International Society of Arboriculture Certified Arborist is preferable.

Miscellaneous Requirements

May be required to work weekends or a variety of shifts and subject to emergency call-in. If operating a personal vehicle for the purpose of performing job duties, must have a reliable means of transportation with required insurance.

Last Revision:

GENERAL ORDINANCE NO. 6412

Comments:

New Position

Date: December 11, 2017

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____

Date: _____