CLASS SPECIFICATION

HORTICULTURIST

DEFINITION

Under general supervision, supervises daily operation of arboretum and botanical garden(s); oversees and participates in maintenance of facilities and equipment, including plant and landscape maintenance; and performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in horticulture, plant science or a closely related field; plus three years of experience which provided knowledge of plant science, pest identification and control, ornamental plants and turf management; OR an equivalent combination of related training and experience.

LICENSE OR CERTIFICATE

A valid driver’s license is required at time of appointment. Certification as a pesticide applicator in the State of Nevada is required within one year of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over maintenance and horticultural staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Supervise and participate in mowing, trimming, weeding, watering, fertilizing, seeding, planting, pruning, insect/disease/weed monitoring and control, in turf and garden/arboretum area(s) by operating light equipment such as mowers, trimmers, sprayers, rototillers, vehicles and hand tools.

Supervise assigned staff, including select staff, provide training in proper work methods and techniques, assign and review work, conduct performance evaluations; implement discipline and conflict resolution procedures when necessary; train volunteers in the performance of educational tours and garden maintenance and supervise their work.

Conduct educational tours of arboretum and make oral presentations to promote arboretum programs, while responding to questions from the public and providing information; conduct memorial/ honorary plantings; prepare written literature regarding the arboretum to maintain public awareness of programs and exhibits.

Monitor approved budget, maintaining accounts, tracking and reconciling expenditures and revenues; maintain, requisition and receive supplies and equipment; review financial condition of assigned programs to ensure financial integrity throughout the budget cycle.

Maintain a variety of automated and manual records, including catalogue of donors, location of donated plant material, mailing lists and computerized plant inventory; map new gardens; and compile a variety of status reports.

Develop and implement schedules for irrigation, including installation and repair of sprinkler, drip and pump systems; monitor water requirements for plants to ensure that gardens, exhibits and grounds continue to flourish.

Participate in design of new gardens and irrigation systems, including research and purchase plants, equipment, material and supplies; maintain the Arboretum Sign and Interpretative Programs by reworking old signs or ordering and installing new signs.
Participate in plant research by trying out new methodology, participating with other agencies in plant material trials, implementation of new pest, soil and water management measures; collect and evaluate plant growth data and publish the results.

Ensure that assigned personnel and volunteers perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance (These may be acquired on the job and are needed to perform the work assigned.)**

**Knowledge of:**
- Washoe County Parks and Recreation programs, operations, policies, and procedures.
- Plant species commonly found in Washoe County, their care and environmental factors which affect them.
- Terms and acronyms commonly used in the assigned function.
- Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination, and EEO.
- Computer software specific to the department/division.

**Ability to:**
- Select, supervise and evaluate the performance of assigned staff and volunteers.
- Identify work methods and procedures that promote a safe working environment for employees and others and to train staff in same.
- Access and operate departmental computer equipment and software, including cataloguing and retrieval of plant material data.
- Administer budgets, monitor accounts and track revenues and expenditures.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

**Knowledge of:**
- Principles and practices of floriculture, horticulture, decorative gardening and landscaping associated with plant care, soils and water management, pesticides and pest problems.
- Safe maintenance procedures, tools, and equipment.
- Supervisory principles and practices.
- Methods and techniques used in dealing with the public.
- Techniques of accounts maintenance.

**Ability to:**
- Communicate clearly and concisely, both orally and in writing.
- Compile, tabulate, analyze and interpret data and information.
- Operate a personal computer and use a variety of software packages, including word processing and spreadsheets.
Work cooperatively with other departments, County officials and outside agencies.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

*Essential duties require the following physical skills and work environment.*

Ability to work outdoors in various types of weather, including extreme heat and cold; ability to frequently stoop, kneel, crouch, reach, stand and walk; ability to lift and move objects weighing up to 50 lbs; ability to tolerate exposure to dust, dirt and chemicals; ability to operate a variety of hand and power tools associated with plant and landscape maintenance.

*This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.*

Approved _______ WERCCS Job Evaluation Committee ___________ Date __ March, 2001 _______