



Career Service Authority

Horticultural Worker

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GENERAL STATEMENT OF CLASS DUTIES

Works in the Greenhouse and/or Park District assisting with plant propagation, watering and general plant maintenance.

DISTINGUISHING CHARACTERISTICS

The Horticultural Worker assists with plant propagation, watering and general plant maintenance while the Park Horticulturist performs technical horticultural work in the design and planting of flower beds for annual and perennial flowers.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Level of Supervision Exercised:

Performs lead work

ESSENTIAL DUTIES

Performs propagation, planting, and arranging of plants; maintenance of plants, shrubs, trees, and chemical applications of pesticides and fertilizers.

Assists in training, scheduling, and checking the work of other employees.

Performs semi-skilled work assisting Park Horticulturist as assigned.

Operates and performs repairs on gardening and ground equipment, vehicles and machinery, including operation and repairs of sprinkler systems.

Observes all common safety practices.

By assignment, assists in operating the environmental control in the greenhouse, etc.

By assignment, notifies supervisors for any failures of the heating and cooling system and equipment, and perform adjustments as needed to continue safe and effective operation.

By assignment, performs exterior maintenance duties mowing and aerating fields or lawn areas and ditches; rakes leaves and clears ditches, lakes, ponds, and park area of debris; prunes shrubs, plant bushes and trees; snow removal.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.
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MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reading- Understands and interprets written material, including technical material, rules, regulations, instructions, reports, and charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing- Recognizes or uses correct English grammar, punctuation, and spelling; communicates information in a succinct and organized manner, produces written information, which may include technical material that is appropriate for the intended persons.

Oral Communication- Expresses information to individuals or groups effectively taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Mathematical Reasoning- Understanding of basic math that will be used on the job: counting, adding, subtracting and multiplying to include shift and schedule.

Interpersonal- Considers and responds appropriately to the needs, feelings, and capabilities or others; adjusts approaches to suit different people and situations; may deal with people who are difficult, hostile or distressed.

Integrity/Honesty- Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self and others; is trustworthy.

Computer systems- Utilizes a computer to enter and retrieve data.

Customer Service – Works and communicates with customers to satisfy their expectations and is committed to quality service.

Knowledge of horticulture sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of supervisory principles and practices sufficient to be able to establish priorities, assign and review work and resolve problems.

Knowledge of basic mathematics sufficient to be able to perform simple computations.

Skill in performing a full range of equipment operations for which the equipment is intended.

Skill in interpreting and applying written guidelines, precedents, and work practices to standardized work situations or specific cases.

Skill in communicating and presenting factual information related to the work assignment.

Skill in maintaining and repairing equipment and machinery.

Skill in operating equipment utilized for lawn and landscape maintenance.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in understanding and applying oral, written, illustrated or demonstrated instructions.

Physical Demands:

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Crawling: moving about on hands and knees or hands and feet.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hands.

Fingering: picking, pinching, or otherwise working with fingers.

Feeling: perceiving attributes of objects by means of skin receptors.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: Making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work through using two or more.
Lifting: Raising or lowering an object 25 – 50 pounds.

Mental Demands:

Mathematical Reasoning
Oral Comprehension
Spatial Orientation
Written Comprehension

Working Environment:

Temperature Changes: variations in temperature from hot to cold.
Wet: frequent contact with water or other liquid.
Humid: conditions with high moisture content to cause bodily reactions.
Noise: sufficient noise to cause distraction or possible hearing loss.
Atmospheric Conditions: conditions that affect the skin or respiratory system.
May be exposed to extremes of heat and cold in all weather conditions.
Subject to burns and cuts.
Subject to injury from moving parts of equipment.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

One year of work experience performing cultivation and care of flowers and plants.

Licensure and/or Certification:

Requires possession of a valid Colorado Driver's "R" License at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 9/16/95

REVISED DATE: 7/16/03

REVISED BY: Jayne Lujan

CLASS HISTORY As a result of an annual classification maintenance review class was revised into new format.