



Career Service Authority

Page 1 of 6

Park Horticulturist

GENERAL STATEMENT OF CLASS DUTIES

Performs cultivation, care and maintenance of a variety of plants in a greenhouse or landscaped area. Some positions perform restoration cultivation, care and management of natural areas and wildlife habitats.

DISTINGUISHING CHARACTERISTICS

The Park Horticulturist is distinguished from Horticultural Worker by the performance of greenhouse production; technical or restoration management in the design and planting of flower beds for annual and perennial flowers, grasses or wildflowers of landscaped areas or natural areas and wildlife habitats whereas Horticultural Worker assists with plant propagation, watering and general plant maintenance and weed management.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices or precedents may be discussed with the supervisor before being initiated.

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

Prepares, fertilizes, amends or conditions soils for different types of plants or plant communities.

Participates in the development of planting programs or planning restoration projects in natural open space areas.

Makes recommendations for the number and types of plants to be grown in a certain location and makes recommendations on weed management, as well as for the arrangement, planting and management schedule.

Determines the kind of growing conditions such as soil, sunlight, moisture, temperature and humidity most suitable to the variety of plants under cultivation or restoration.

Ensures proper preparation and application of chemicals, hot water, steam or other methods to prevent damage to self, other employees, the public, plants, and wildlife.

Prepares reports and maintains records of plant maintenance, weed management and/or restoration activities.

Observes all common safety standards. Follows safety rules and regulations.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedule to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or usual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of the performance enhancement plan, documents performance, provides performance feedback and furnishes information for the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

By position, directs and performs cultivation, care and maintenance of flower gardens, lawns, shrubs, trees and ground covers including growing, transplanting, cultivating, trimming, spraying, fertilizing, pruning, and watering plants in a greenhouse or landscaped area.

By position, directs and performs restoration and management of natural areas and wildlife habitats including growing, seedling, transplanting, cultivating, or weed management.

By position, improves and protects wildlife habitats in order to ensure wildlife safety.

By position, operates small gasoline and electric powered garden tools used indoors and outdoors.

By position, prepares working sketches of flower beds or water conserving landscapes.

By position, participates in snow removal duties as assigned.

Performs other related duties as assigned.

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.

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Integrity/Honesty- Displays a high standard of ethical conduct and understands the impact of violating these standards on an organization, self and others; chooses an ethical course of action and is trustworthy.

Oral Communication- Expresses information to individuals or groups effectively, makes clear and convincing oral presentations, listens to others and facilitates an open exchange of ideas.

Problem Solving- Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication- Expresses facts and ideas in writing in a succinct and organized manner.

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

Technical Competence- Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Leadership- Interacts with others to influence, motivates, and challenges them; adapts leadership styles to a variety of situations.

Flexibility- Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with ambiguity.

Leading a Diverse Workforce- Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Managing Human Resources- Plans, distributes, coordinates, and monitors work assignments; evaluates work performance, provides feedback on performance; ensures staff are appropriately utilized and developed, and are treated in a fair and equitable manner.

Interpersonal Skills- Shows understanding, courtesy, tact, empathy, concern; develops and maintains relationships; may deal with people who are hostile, distressed; relates well to people from varied backgrounds and situations; is sensitive to individual differences.

Reasoning- Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Self Management- Sets well defined and realistic personal goals; displays a high level of initiative effort and commitment towards completing assignments in a timely manner; works with minimal supervision; is motivated to achieve; demonstrates responsible behavior.

Teamwork- Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

Decision Making- Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of leadwork functions.

Knowledge of supervisory principles and practices sufficient to be able to contribute to the development of an employee performance plan and document employee performance.

Knowledge of cultivating flowers, plants, turf, and trees.

Knowledge of native plants and noxious weeds.

Knowledge of common garden tools sufficient to be able to use tools safely and effectively.

Knowledge of insecticides, herbicides, fertilizers or cultural methods sufficient to be able to perform a variety of horticulture activities or ecological restoration.

Knowledge of wildlife needs sufficient to be able to ensure wildlife safety.

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

Knowledge of common and scientific names of a variety of plants, including native plants and grasses, shrubs and trees sufficient to be able to correctly identify and recommend arrangements, plant associations, displays and exhibits.

Knowledge of restoration and ecological processes.

Skill in applying existing guidelines or recommending new approaches to the development and modification of work plans, methods and procedures for the work unit or function.

Skill in prioritizing and scheduling work to allow for its efficient and effective completion.

Skill in reviewing work for accuracy and completeness.

Skill in independently adapting, interpreting and applying written guidelines, precedents and standardized work practices to a variety of unprecedented and problematic situations.

Skill in cultivating and maintaining flower gardens, lawns, shrubs, trees and grounds.

Skill in managing natural areas open space.

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

Skill in exercising initiative, judgment, and decision making in solving problems and meeting organizational objectives.

Skill in maintaining and organizing files, records and documents.

Skill in filling out forms and completing paperwork related to the work assignment.

Skill in preparing landscape sketches or water conserving landscapes.

Skill in using computers, Global Positioning System (GPS) and Geographical Information System (GIS).

Skill in using digital cameras.

Physical Demands:

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

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

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.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

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

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 hand(s).

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

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

Eye/hand/foot coordination: performing work through using two or more.

Walking: moving about on foot on uneven surfaces.

Lifting: Raising or lowering an object 25-50 pounds.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distances and space relationships.

Color Vision: ability to distinguish and identify different colors.

Mathematical Reasoning

Memorization

Oral Comprehension

Spatial Orientation

Written Comprehension

Working Environment:

Extreme Cold: temperature cold enough to cause marked bodily discomfort.

Extreme Heat: temperature hot enough to cause bodily discomfort.

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.
Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
May be exposed to hazardous chemicals.
Exposure to chemicals, gas and low-level radiation.
Exposure to dust.

Education Requirement:

Graduation from high school or possession of a GED Certificate plus nine semester hours of post high school course work in horticulture, ecology, botany, natural resources, horticultural/ecological restoration or range management.

Experience Requirement:

Three years of experience in the cultivation and care of a wide variety of ornamental/native plants -OR-horticultural/ecological restoration.

Education/Experience Equivalency:

Additional appropriate education may be substituted for the minimum experience requirement except for one year of experience in the care of a wide variety of ornamental/native plants or horticultural/ecological restoration. For example, successful completion of a Master Gardener Program may substitute up to four semester hours of course work. Relevant Continuing Education Units (CEU) in horticulture or Naturalist Training Programs may substitute for three semester hours at the rate of forty-five contact classroom hours of seminars, workshops, etc.

Additional appropriate experience in horticulture, botany, natural resources, range management, or horticultural/ecological restoration may be substituted for the education requirement.

Licensure and/or Certification:

Some positions may require Colorado Class "R" Driver's License at the time of application.

Some positions may require Certification in Pesticide Application by the State of Colorado by the end of the probationary period.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 01/16/2004

REVISED BY: Jayne Lujan

CLASS HISTORY This class was revised to include the natural areas, add competencies, and experience equivalency into the new specification format.