



Office of Human Resources  
Horticultural Worker - CJ1933  
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### General Statement of 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.

### 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 position, assists in operating the environmental control in the greenhouse, etc.

By position, 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 position, 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.

By position, implements wildlife and vegetation management prescriptions including population control, pesticide applications, assessment, inventory, and monitoring.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

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.

**Competencies**

Interpersonal Skills – Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Technical Problem Solving - Troubleshoots, diagnoses, analyzes and identifies system malfunctions to determine the source and cause of problem.

Technical Competence - Uses knowledge that is acquired through formal training 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.

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.

Coaching: Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Knowledge & Skills**

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.

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

Skill in maintaining and repairing equipment and machinery.

Skill in operating equipment utilized for lawn and landscape maintenance.

**Level of Supervision Exercised**

Performs lead work.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

One (1) year of work experience performing cultivation and care of flowers and plants.

**Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to chemicals, gas and low-level radiation.  
Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.  
Potential exposure to dust.  
Potential exposure to hazardous/toxic chemicals.  
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.  
Potential exposure to humid conditions with high moisture content to cause bodily reactions.  
Potential exposure to humid conditions with high moisture content to cause bodily reactions.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Personal Safety: aware of surroundings, people, and events.  
Subject to burns and cuts.  
Temperature Changes: variations in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.

### Level of Physical Demand

3-Medium (20-50 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.  
Carrying: Transporting or moving an object.  
Climbing: Ascending or descending an object or ladder.  
Crawling: Moving about in a low or crouched position.  
Crouching: Positioning body downward and forward.  
Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.  
Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.  
Fingering: Picking and pinching, through use of fingers or otherwise.  
Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.  
Lifting: Moving objects weighing no more than 50 pounds from one level to another.  
Pulling: Exerting force upon an object so that it is moving to the person.  
Pushing: Exerting force upon an object so that it moves away from the person.  
Reaching: Extending the hands and arms or other device in any direction.  
Standing: Remaining in a stationary position.  
Stooping: Positioning oneself low to the ground.  
Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record

### Assessment Requirement

None

### Probation Period

Six (6) months.

**Class Detail**

**Pay Grade: NE-08**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**