

## **HORTICULTURE SUPERVISOR**

### **General Statement of Duties**

Performs skilled work coordinating a small crew in planning and day-to-day maintenance of horticultural displays, gardens, landscaping beds, etc.

### **Distinguishing Features of the Class**

An employee in this class directs and supervises the daily activities of full-time and seasonal staff to ensure proper planning and maintenance of Town flower beds, gardens, and shrubs etc. Tasks include, but not limited to identifying, planning, prioritizing, scheduling, assigning, supervising and evaluating shrub, and flora planting and establishment programs to include schedule monthly and weekly work as well as dispatch crews and equipment to project locations on a daily basis. Work is performed under the regular supervision of the Parks & Recreation Director and is reviewed by frequent project inspections in progress to evaluate work in progress and provide specific directions as required.

### **Illustrative Examples of Work**

Coordinates and participates in the work of a crew; assigns tasks to employees in the field and inspects work in progress.

Hire, train, supervise and evaluate multiple employees; document job performance and recommend personnel action regarding hiring, reviewing and disciplining. Provide training, guidance and field supervision to assigned work groups.

Ensures compliance with safety procedures and practices.

Supervises and participates in the planning, maintenance and repair of assigned landscape areas.

Supervises and operates bobcat, mowing equipment, weed eaters, leaf blowers, and edgers; operates various hand tools.

Train and educate horticulture crews in proper planting/transplanting techniques, cultural requirements, safe procedures and proper operation and maintenance of tools and equipment.

Maintain labor and material cost tracking data for planting and establishment of shrub and flower planting and maintenance, and assist with preparation of horticulture section goals, objectives and annual budgets.

Supervises the maintenance and upkeep of equipment and tools used by the crew.

Supervises and participates in regular inspections of assigned areas; removes leaves, inspects for needed repairs.

Assists in set up for special Departmental and Town functions and activities.

Performs related duties as required.

### **Knowledge, Skills, and Abilities**

Knowledge of modern horticulture principles, methods, and best management practices;

Knowledge of operations and activities of a horticulture program including Xeriscaping.

Knowledge of plant identification, plant physiology and plant ecology;

Knowledge of plant diseases and insect diagnostics and methods of pesticide application.

Work requires considerable knowledge of tools and equipment used in the work assigned.

Work requires considerable knowledge of the occupational hazards and safety precautions surrounding the maintenance and repair of park facilities, including structural and grounds maintenance.

Skill in the proper maintenance and care of horticulture assets, such as the use and general maintenance of hand, power and motorized tools associated with landscape maintenance;

Skill in the safe and proper use of pesticides and appropriate personal protective gear;

Skill in reading and understanding general and scientific horticulture reference materials.

Employee must have the ability to direct, train, supervise and evaluate subordinate personnel.

Employee must have the ability to maintain effective working relationships with supervisors, peers, subordinates and citizens.

Employee must have the ability to understand and follow oral and written instructions.

### **Physical Requirements**

Must be able to physically perform the basic life operational support functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, fingering, grasping, feeling, talking and hearing, and repetitive motions.

Must be able to perform heavy work exerting up to 100 pounds of force occasionally and/or up to 20 pounds of force constantly to move objects.

Must possess the visual acuity to be the operator of trucks, motorized equipment, hand tools, and other equipment.

Subject to both inside and outside environmental conditions and noise.

Subject to hazards such as proximity to moving mechanical parts, electrical current, or exposure to chemicals.

Subject to atmospheric conditions such as fumes, odors, dusts, mists, gases, or poor ventilations.

May come in contact with potentially infectious bodily fluids during the performance of his/her duties.

### **Desirable Education and Experience**

Associates Degree in horticulture or related field, 5+ years of experience; or an equivalent combination of education and experience.

### **Additional Information**

This position is classified as safety sensitive per the Town's Personnel Policy.

**Fair Labor Standards Act (FLSA) Status**

Non-Exempt

2023