



City of Irving Job Description

Horticulture Coordinator

FLSA Status:	Non-Exempt	Job Department:	Parks & Recreation
Job Code:	30542	Reports To (Job Title):	Parks Supervisor

PURPOSE

To coordinate, plant and maintain color and beautification areas in parks and greenhouse, operate a variety of grounds maintenance equipment and hand tools and perform a variety of skilled tasks in maintenance and upkeep of City parks and beautification areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Direct and supervise workers in the planting and maintaining of beautification areas.
- Select and purchase seasonal color selection crops and related materials.
- Develop and design landscape display areas, developing a 'work plan' for staff.
- Direct and assist in the preparation of soils & plant seeds, seedlings, or bulbs in greenhouse or outdoor growing area.
- Direct and assist in Fertilizing, watering, weeding, transplanting, and/or thins plants in growing areas as scheduled.
- Direct and assist in preparing plants for installation in greenhouse or outdoor display areas.
- Direct and assist in preparing outdoor display beds according to work plan.
- Direct and assist in transplanting plants from growing area to display beds or places potted plants in beds according to work plans.
- Direct and assist in attending display beds to maintain health of plants and beauty of display.
- Direct and assist in applying herbicides, insecticides, and other chemicals as needed.
- Direct and assist in the pruning of ornamental plants and trees, and performs other duties to maintain grounds on scheduled maintenance.
- Perform related duties as assigned.
- Monitor and track horticulture budget.
- Attend Horticulture seminars and training to stay updated on new horticultural practices and landscape maintenance.

OTHER DUTIES AND RESPONSIBILITIES

- Direct and schedule the maintenance and repairs of gardening hand tools, equipment and structures such as greenhouses and landscape beds, as well as assisting in minor irrigation repairs.
- Direct schedules and assist in debris pickup on large projects.
- Coordinate Garden Tours and Presentations to Garden Clubs and special interest groups such as Home Owner Associations.
- Participate in ICTN media presentations to educate the citizens of Irving.

SUPERVISORY RESPONSIBILITIES

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 4 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Administers horticulture budget up to \$40,000/year.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to completion of 12th grade plus some related college or vocational training.

EXPERIENCE

- Minimum of two years of related experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate, valid Texas driver's license, or the ability to obtain one, is required.
- Chemical Applicator License, or the ability to obtain one within 6 months of hire.

KNOWLEDGE OF

- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.
- Grounds Maintenance: Practices involving turf cultivation, automatic irrigation systems, horticulture, arboriculture and chemical applications.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Operation of Greenhouses for the production of plants being grown for the park system.

SKILLS AND ABILITIES IN

- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Judgment & Decision-Making: Weighing the relative costs / benefits of a potential action.
- Self-Management: Working independently and without supervision.
- Visualization: Imagining how something will look after it is moved or rearranged.

GUIDANCE RECEIVED

Periodic Supervision and Range of Guidelines/Procedures

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

CONTACTS

This position interacts with internal and external customers, vendors, sales persons, nurseries, garden clubs, special interest groups and trainers.

EQUIPMENT AND PROPERTY

Operates City vehicles, computers, phones, calculators, measuring wheels, and variety of grounds maintenance equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

The employee constantly is required to balance, drive a vehicle, grasp, handle, feel, listen, pull, push, reach, and/or see. The employee frequently is required to carry, kneel, and/or sit. Occasionally, s/he is required to climb, crawl, and/or lift up to 50 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

The employee frequently is exposed to a dirty environment, outside weather conditions, moving mechanical parts, and/or communicable diseases. Occasionally, s/he is exposed to air contamination, high and precarious work places, and/or toxic or caustic materials. The noise level in the work environment is usually high.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.