



## City of Irving Job Description

### Horticulture Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Parks & Recreation
<b>Job Code:</b>	P642	<b>Reports To (Job Title):</b>	Horticulture Coordinator

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#### PURPOSE

To 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.\*

- Provide functional supervision as lead worker in the field.
- Condition and prepare soil, plants seeds, seedlings or bulbs in greenhouse or outdoor growing areas.
- Fertilize, water, weed, transplant and/or thin plants in growing areas as scheduled.
- Prepare plants for installation in greenhouse or outdoor display areas.
- Prepare outdoor display beds according to work plan.
- Transplant plants from greenhouse areas to display beds and/or install potted plants in beds according to work plans.
- Attend to display beds to maintain the health of plants and beauty of display.
- Apply herbicides, insecticides and other chemicals as needed.
- Prune ornamental plants and trees and perform other duties to maintain grounds on scheduled maintenance.
- Attend horticulture training to stay updated on new horticultural practices and landscape maintenance.
- Perform related duties as assigned.

#### OTHER DUTIES AND RESPONSIBILITIES

- Maintain and repair gardening hand tools and equipment and structures, such as greenhouses and landscape beds.
- Perform minor irrigation repairs.
- Pick up trash and other debris.

#### SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 2 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

N/A

## **QUALIFICATIONS:**

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

### **EDUCATION**

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

### **EXPERIENCE**

- Minimum of two (2) year of related experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid Texas driver's license, or the ability to obtain one, may be required.
- A Chemical Applicator License, *or* the ability to obtain within one year of hire.

### **KNOWLEDGE OF**

- 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.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Horticulture Maintenance: Detailed knowledge on plant cultivation and maintenance practices.

### **SKILLS AND ABILITIES IN**

- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Oral Expression: Communicating information and ideas in speaking so others will understand.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Oral comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Visualization: Imagining how something will look after it is moved or rearranged.
- Basic Reading Comprehension: Read basic, job-related material in English consisting of words and numbers and recognize similarities and differences sufficiently for job performance.
- Basic Instructions: Carrying out simple one- and two-step oral and written instructions.

## **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**

Internal and external customers, Salesmen, Vendors, Training instructors, Nurseries and Garden Centers.

## **EQUIPMENT AND PROPERTY**

This position operates City vehicles, a variety of grounds maintenance equipment, as well as safety items for median maintenance.

## **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 grasp, handle, feel, pull, push, and/or reach. Frequently, s/he is required to balance, carry, crawl, drive a vehicle, kneel, and lift up to 50 pounds, listen, sit, and/or stoop. S/he occasionally is required to climb and/or stoop.

## **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 extreme vibration, 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.