



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Horticulturist	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Director of Parks& Recreation	GRADE/RANK: 15
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs difficult technical work in the design, maintenance, and care of municipal garden areas and other designated locations; does related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Schedules and participates in propagating, planting, cultivating, watering, and spraying of flowers, plants, shrubs and trees;
- Designs the landscaping plans for the City owned property incorporating environmentally sound practices;
- Develops material lists, cost estimates, sketches, plans and schedules;
- Assists management with implementation of programs related to floriculture, arboriculture, turf grass management, stormwater management and other landscape developments;
- Oversees the procurement, administration and implementation of grant and donation funds related to tree planting and horticulture as needed for city parks;
- Prunes and trims trees, shrubs, and other plants;
- Purchases materials and supplies associated with horticultural operations;
- Assists in the preparation of related departmental budget requests;

- Responds to citizen inquiries and provides information on horticultural practices and methods;
- Coordinates activities with Landscape Advisory Board and volunteer groups, coordinates Arbor Day celebration;
- Coordinates with SDDA on planting & tree care issues related to downtown. Conducts an annual inspection tour with SDDA design committee to highlight downtown properties and adherence to landscape master plan;
- Works directly with city Planning and Engineering Departments on landscaping issues and projects;
- Reviews landscaping plans for commercial development and inspects finished projects for Planning department;
- Operates trucks, loaders, chippers, tractors, and other equipment in connection with the above duties;
- Assesses tree health, coordinates removal & replacement with Superintendent of Parks and Public works as needed;
- Assesses plant health and take proper action to treat pest, disease, and nutrient related issues as needed;
- Assists with stormwater management and MS4 compliance for Parks Maintenance department including tracking and reporting data to engineering & training maintenance employees;
- Assists with snow removal;
- Assists with emergency clean-up and storm clean-up of trees;
- Assists with holiday decorations in the parks;
- Performs a variety of routine maintenance tasks and other related tasks as required and;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Must have comprehensive knowledge of the tools, materials and equipment used in horticulture as well as thorough knowledge of growing a wide variety of flowers, trees, and related plants materials. Must have a thorough knowledge of plant diseases and insects and of the chemicals and methods used in their control. Must have a thorough knowledge of soils, fertilizers and proper treatments to address plant deficiencies. Must have the ability to supervise and train subordinates. Must have skill in planting, transplanting, pruning and propagating flowers, trees, and other plants and in the operation of tools and equipment related to horticultural and arboricultural work. Must have the ability to establish and maintain effective public relations, keep records, plan and design flower beds and other ornamental plants to scale and be able to implement a program of ornamental plant insect and disease control as well as the ability to perform demanding physical work for extended periods. Must be familiar with all aspects of tree care including planting, establishment, proper pruning, and removals.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor's degree in Horticulture, related field or equivalent amount of training and experience. Considerable experience in landscape planning and design.

SPECIAL REQUIREMENTS:

ISA Arborist Certification, VDACS Certified Fertilizer Applicator, VDACS Commercial Pesticide Applicator Certification with Turf & Ornamentals certification, VDOT Work Zone Safety. Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record. Must hold Pesticide Applicator Certification and International Society of Arboriculture (ISA) Arborist Certification or obtain within 6 months of hire.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work requires exertion of 50 pounds of force occasionally, up to 10 pounds of force frequently, and up to 5 pounds of force constantly to move object. Work requires considerable physical activities including climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, and feeling; vocal communication is required for conveying instructions to others accurately; hearing is required to receive information through oral communications and/or to make distinctions in sound; visual acuity is required for preparing and reading written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, extreme heat.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervision is exercised over full time Horticulture Assistant and Horticulture intern. Provides instruction to maintenance crews in large projects for the division. Provides training on topics that may include safety, horticulture, arboriculture, and stormwater compliance to parks maintenance crews as needed.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on the design and implementation of all landscaped areas, determines how budget and personnel will be utilized and treatment of disease and pests in all areas of horticulture.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Horticulturist will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Parks and Recreation and Chief Human Resources Officer

Revised Date: 2022