



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Horticulturist Assistant	DEPARTMENT: Parks & Recreation
IMMEDIATE SUPERVISOR: Horticulturist	GRADE/RANK: 9
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Under direction of the city horticulturist, the horticultural assistant will plant, spray, weed, mulch, and maintain beds. Performs difficult technical work in the 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:

- Assists in designing landscaping plans for the City owned property incorporating environmentally sound practices;
- Assists in developing material lists, cost estimates, sketches, plans and schedules;
- Assists management with implementation of programs related to floriculture, arboriculture, turf grass management, and other landscape developments;
- Prunes and trims trees, shrubs, and other plants;
- Assists in the preparation of related departmental budget requests;
- Responds to citizen inquiries and provides information on horticultural practices and methods;

- Assists with tree care work including planting, pruning, removals, and clean-up of debris;
- Makes herbicide, fertilizer, and pesticide applications as needed;
- Assists in the coordination of activities with Landscape Advisory Board and volunteer groups;
- Operates trucks, loaders, chippers, tractors, and other equipment in connection with the above duties;
- 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 and related plants materials. Must have a thorough knowledge of plant diseases and insects and of the chemicals and methods used in their control and the ability to supervise and train subordinates. Must have skill in planting, transplanting, pruning and propagating flowers 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 flowerbeds 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.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Bachelor's degree in Horticulture, related field or equivalent amount of training and experience preferred. Considerable experience in landscape planning and design. Experience in ornamental horticulture including bed layout, establishment of trees, shrubs, annuals and perennials preferred. Knowledge of plant diseases and insects is highly desired.

SPECIAL REQUIREMENTS:

A VA driver's license with good driving record is required; a Virginia CDL Class B with air brake endorsement is preferred. Required certifications include: VDACS Certified Pesticide Applicator Registered Tech, VDACS Certified Fertilizer Applicator, and VDOT Basic Work Zone Traffic Control. A pre-employment physical and drug/alcohol testing required.

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 activity 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:

May be called upon to supervise inmate work crews, as well as be called upon to train parks maintenance co-workers on sound horticulture & arboriculture practices.

EXAMPLES OF EXPECTED DECISION MAKING:

With guidance from the City Horticulturalist, assists in decision-making 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: 2019