

**CITY OF GREENBELT, MD
CLASS SPECIFICATION**

CLASS TITLE: Horticulture Supervisor
DEPARTMENT: Public Works
REPORTS TO: Superintendent of Parks and Grounds

SALARY GRADE: 16
FLSA STATUS: N
DATE: 03/2009

JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:

Provides and manages all aspects of landscape installation and maintenance, including the care of all trees for the City.

ESSENTIAL JOB FUNCTIONS:

Supervises the horticulture crew; plans, schedules and assigns daily work; inspects and evaluates work and counsels crew members on way to improve performance; participates in selection of crew members and their training; initiates disciplinary actions; keeps records as to supplies and materials used, work performed and such other information as may be needed.

Writes weekly reports of work that has been completed by horticulture crew.

Responds and resolve citizens' concerns, complaints or disputes concerning hazardous trees.

Executes landscape designs; supervises installation of outdoor gardens and indoor plant displays; reviews height, color, texture, peak performance, landscaping and other variables of designs.

Supervises horticultural/landscaping projects; surveys gardens, street right-of-ways to determine horticultural/landscaping needs, recommends projects to supervisor; plans for the utilization of staff, materials, equipment, supplies and other resources needed.

Manages greenhouse insuring, proper watering, fertilizing, temperature, growth, color, correct pest and diseases.

Manages sidewalk emergency snow and ice removal. Evaluates snow fall and decide numbers of employees to call in. Compiles and organizes employees from various crews for the purpose of removing snow and maintaining safe walkways.

IMPORTANT JOB FUNCTIONS:

Emergency tree response: Evaluates complexity of emergency, calls additional employees if warranted, secures a safe perimeter and remove hazardous tree.

Obtain bids for tree, pruning removal and landscaping maintenance. Supervises, inspects and verifies work of contractor to insure timely and accurate completion.

Reviews vendor catalogs and meets with vendors to identify plants and materials needed; assists in the preparation of bid specifications or obtains price quotations; writes purchase requisitions.

Meets with citizens and community groups to assist in horticultural matters of general public interest and to explain city horticultural policy and procedures.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

City Vehicle
Computer

Landscaping Equipment
General Office Equipment

Tree Trimming Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate level degree or equivalent; and,

Four to five years of progressively responsible experience in horticulture; or

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Maryland Commercial Drivers License Class B

Maryland Pesticide Applicators License

Advance Landscape Plant IPM PHC

Basic Tree Climbing, Pruning and Safety

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Landscaping with trees, shrubs, flowers and ornamental grasses suitable for planting in the City area.

The use and application of pesticides and other pest control problems.

Department organization, standard operating guidelines and policies, rules, and regulations.

Management and organization theories and practices.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Preparing clear and concise reports, correspondence and other written materials.

Communicating orally and in writing with internal staff, clients, the general public, and other departmental staff in order to give and receive information in a courteous manner.

Operating and maintaining all assigned equipment required to perform the essential functions of the job.

Mental and Physical Abilities:

Ability to lead and supervise others.

Ability to acquire knowledge of other codes and regulations administered by the department.

Ability to evaluate hazardous structural problem in trees and to make decisions on proper action for resolution.

Ability to interpret laws, regulations, codes and ordinances, and to apply requirements to appropriate situations.

Ability to follow directions, both verbal and written.

Ability to maintain records, logs and files.

Ability to prepare written reports and correspondence.

Ability to establish and maintain effective working relationships with a variety of people.

While performing the essential functions of this job the employee is frequently required to stand, walk and sit; use hands to finger, handle, feel or keyboard; speak and hear; climb or balance, stoop, kneel, crouch, or crawl; reach with hands and arms; climb stairs; ascend and descend stairs, ladders, ramps, scaffolding, etc.; maintain body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery or erratically moving surfaces; move about on hands and knees; bend body downward and forward, requiring full use of the lower extremities and back muscles; use color, texture, sound, shape and odor perception; push, pull and/or lift up to 50 pounds; lift and/or move up to 50 pounds.

Working Conditions:

Work is performed in a normal office environment and in the field exposing the employee to various outside atmospheric conditions; with moderate exposure to dirt and dust and to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation that affect the respiratory system, eyes or the skin; possible bodily injury from moving mechanical parts of equipment, tools or machinery, electrical shock, falling from high, exposed places, and/or toxic or caustic chemicals.

The incumbent's working conditions are typically moderately loud.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.