



## CLASS SPECIFICATION

Class Code: 6000067  
Date Established: 06/1984  
Last Reviewed: 01/2022  
Last Revised: 01/2022  
Last Title Change:  
FLSA: non-exempt  
Probation: 12 months

### HORTICULTURIST

#### **DEFINITION**

Under general supervision, supervises daily operation of arboretum and botanical garden(s); oversees and participates in maintenance of facilities and equipment, including plant and landscape maintenance; and performs related duties as required.

#### **EXPERIENCE AND TRAINING REQUIREMENTS**

A bachelor's degree from an accredited college or university in horticulture, plant science or a closely related field; AND three years of full-time experience in plant science, pest identification and control, ornamental plants and turf management, to include budget development and oversight OR an equivalent combination of related training and experience.

#### **LICENSE OR CERTIFICATE**

A valid driver's license is required at time of appointment.

Certification as a pesticide applicator in the State of Nevada is required within one year of appointment.

Certification as an Arborist through the International Society of Arboriculture is required within two years of appointment.

#### **SUPERVISION EXERCISED**

Exercises direct supervision over maintenance and horticultural staff.

**EXAMPLES OF DUTIES** *(The following is used as a partial description and is not restrictive as to duties required.)*

Supervise the maintenance of the arboretum and participate in mowing, trimming, weeding, watering, fertilizing, seeding, planting, pruning, insect/disease/weed monitoring and control, in turf and garden/arboretum/greenhouse area(s) by operating light equipment such as mowers, trimmers, sprayers, rototillers, vehicles and hand tools.

Supervise assigned staff, including select staff, provide training in proper work methods and techniques, assign and review work, conduct performance evaluations; implement discipline and conflict resolution procedures when necessary; train volunteers in the performance of educational tours and garden maintenance and supervise their work.

Maintain a variety of automated and manual records, including catalogue of donors, location of donated plant material, mailing lists and computerized plant inventory; map new gardens; and compile a variety of status reports.

Serve as a liaison to donors, non-profits and foundations associated with financial support of the Arboretum & Botanical Garden.

Monitor approved budgets, donor budgets, maintain accounts, track and reconcile expenditures and revenues; maintain, requisition and receive supplies and equipment; review financial condition of assigned programs to ensure financial integrity throughout the budget cycle.

Conduct educational tours and manage special events to promote arboretum programs, while responding to questions from the public and providing information; conduct memorial/ honorary plantings; prepare verbal or written presentations regarding the arboretum to maintain public awareness of programs and exhibits.

Oversee schedules for irrigation, including installation and repair of sprinkler, drip, and pump systems; monitor water requirements for plants to ensure that gardens, exhibits and grounds continue to flourish.

Participate in design of new gardens and irrigation systems, including research and purchase of plants, equipment, material, and supplies; maintain the Arboretum Sign and Interpretative Programs by reworking old signs or ordering and installing new signs.

Participate in plant research by trying out new methodology, participating with other agencies in plant material trials, implementation of new pest, soil, and water management measures; collect and evaluate plant growth data and publish the results.

Ensure that assigned personnel and volunteers perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Full Performance** *(These may be acquired on the job and are needed to perform the work assigned.)*

#### **Knowledge of:**

Washoe County Parks and Recreation programs, operations, policies, and procedures.

Plant species commonly found in Washoe County, their care and environmental factors which affect them.

Terms and acronyms commonly used in the assigned function.

Countywide personnel policies such as Affirmative Action, sexual harassment, discrimination, and EEO.

Computer software specific to the department/division.

#### **Ability to:**

Select, supervise, and evaluate the performance of assigned staff and volunteers.

Administer donor program, to include tracking, mapping, and recognition of donations.

Solicit bids and proposals for upgrades to existing gardens and new gardens in accordance with approved plans.

Identify work methods and procedures that promote a safe working environment for employees and others and to train staff in same.

Access and operate departmental computer equipment and software, including cataloguing and retrieval of plant material data.

Administer budgets, monitor accounts and track revenues and expenditures, develop annual reports for foundations.

**Entry Level** *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

#### **Knowledge of:**

Principles and practices of floriculture, horticulture, decorative gardening, and landscaping associated with plant care, soils and water management, pesticides, and pest problems.

Tools, and equipment used in floriculture, horticulture, decorative gardening, and landscaping.

Work safety methods and procedures.

Supervisory principles and practices.

Budget development and administration.

Methods and techniques of record collection and maintenance.

**Ability to:**

Evaluate operations, including work processes and procedures, to determine their effectiveness and efficiency.

Plan and organize work to meet schedules and timelines.

Communicate clearly and concisely, both orally and in writing.

Compile, tabulate, analyze, and interpret data and information.

Prepare clear and concise written and verbal presentations, correspondence, documents, and other materials.

Operate a personal computer and use a variety of software packages.

Effectively represent the programs, operations, and functions of the arboretum to the public, other County staff and external agencies.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS** (*Essential duties require the following physical skills and work environment.*)

Ability to work outdoors in various types of weather, including extreme heat and cold; ability to frequently stoop, kneel, crouch, reach, stand and walk; ability to lift and move objects weighing up to 50 lbs; ability to tolerate exposure to dust, dirt, and chemicals; ability to operate a variety of hand and power tools associated with plant and landscape maintenance.

*This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.*