



## CLASS SPECIFICATION

Class Code: 60000068  
Date Established: 12/1996  
Last Reviewed: 04/2022  
Last Revised: 04/2022  
Last Title Change:  
FLSA: non-exempt  
Probation: 6 months

### HORTICULTURE ASSISTANT

#### **DEFINITION**

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

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

An associate's degree from an accredited college in horticulture, plant science, or a closely related field; plus two years of full time experience performing commercial gardening which provided knowledge of plant science, pest identification and control, and ornamental plant and turf management; 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 three years of appointment.

#### **DISTINGUISHING CHARACTERISTICS**

This class is distinguished from Horticulturist by the limited scope of duties and responsibilities. Incumbents of this class are supervised by the Horticulturist in the performance of garden and landscape maintenance assignments.

#### **SUPERVISION EXERCISED**

Exercises direct supervision of contracted staff, seasonal staff and volunteers.

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

Supervise seasonal staff, contract staff, and volunteers; participate in the interview process and make hiring recommendations; provide training in work methods; assign and review work. May perform functional supervisory duties in the absence of an immediate supervisor.

Direct a field crew and participate in mowing/trimming, weeding, watering, fertilizing, aerating and pest control of turf and landscaped area(s) by operating light equipment such as mowers, trimmers, sprayers, rototillers, and other gardening tools to maintain grounds in a healthy condition year-round. .

Maintain and repair computerized irrigation systems, including sprinkler, drip and pump systems according to pre-determined maintenance schedules; install new irrigation systems as necessary to ensure that grounds and gardens continue to flourish.

Maintain gas and electric powered gardening and landscaping equipment and mowers, repairing and replacing parts, as required, in accordance with preventative maintenance schedules to ensure that equipment is operational and safe.

Tend interior and exterior gardens, including inspection of conditions; fertilizer and pesticide application; and cultivation, transplantation, removal, replacement, watering, misting and pruning of plants, using hand and power gardening tools to maintain year-round and seasonal displays in an arboretum.

Create garden displays based on approved designs, using the appropriate plants and materials within restrictions for available light, water and space; and produce exhibits which are aesthetically pleasing and easy to maintain.

Care for ponds and fish, including cleaning ponds and rock facades, measuring and stabilizing water/chemical content; clean circulation systems and replace filters using proper tools and chemicals; and feed and replace fish to sustain them as living exhibits.

Guide interpretative tours through arboretum providing narrative descriptions and answering questions; assist with the design of and conduct community outreach and environmental education programs to promote the arboretum and Regional Parks and Open Space.

Use hand and mechanized tools to build, repair, and improve trails, plant trees and plants, and irrigation lines.

Assist horticulturist in the training and supervising seasonal staff, contract staff, and volunteers for the performance of garden and irrigation maintenance, and educational tours.

Assist horticulturist with budget monitoring, account maintenance, inventory, and related processes.

Participate in design of new gardens and irrigation systems, including research of plants, equipment, materials and supplies.

Ensure that assigned personnel 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 (genus and species names of plants) commonly used in the assigned function.

Countywide personnel policy such as sexual harassment, discrimination, and EEO.

Care and feeding of ornamental fish species used in Washoe County Parks and Recreation displays.

Computer software specific to the department/division, and central irrigation control systems.

Advanced knowledge of tree care.

Concepts of budget development and administration.

### **Ability to:**

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

Conduct interpretative tours, making oral presentations to individuals or groups.

Ability to identify plants, evaluate, care for, assess, and recommend procedures for proper tree, shrub and plant health and vigor.

Assist with donor related tasks.

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

**Knowledge of:**

Supervisory principles and practices.

Horticulture sufficient to identify plant species, their care, and growing requirements.

Fundamental principals and practices of horticulture, decorative gardening, and landscape design and installation, irrigation design and installation.

Plant and garden pests and the appropriate methods (including pesticides) for their control.

Irrigation systems and their operation sufficient to make appropriate modifications to watering quantities and schedules.

Safe handling and storage of toxic materials in accordance with OSHA and EPA standards.

**Ability to:**

Operate various hand and power gardening tools such as rototillers, mowers, aerators, sprayers, weed trimmers, rakes, hoes, trowels and pruning sheers.

Select healthy plants suitable for seasonal and year-round displays based on available light, water, area and aesthetic requirements.

Conduct chemical tests on soil and water and interpret the results.

Read and understand written instructions, narrative brochures or manuals.

Communicate clearly and concisely, both orally and in writing.

Operate a personal computer with a variety of software programs, including word processing and central irrigation control system.

Maintain records and prepare reports; act as a backup for the Horticulturist in plant record maintenance and donor record maintenance.

Maintain effective working relationships with outside vendors, co-workers, and the general public.

**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 stand, walk, stoop, crouch and kneel; ability to lift and move objects weighing up to 50 lbs.; ability to operate common hand and power gardening equipment; ability to tolerate exposure to dust, dirt, and chemicals; ability to work around machinery with moving parts and moving objects/vehicles.

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