

CITY OF CHATTANOOGA

Classification Specification Title: Horticulturist

Department: Parks & Outdoors

Pay Grade: GS.09

Supervision Received From: Supt Downtown Riverpark

FLSA Status: Exempt

Supervisory Responsibility For: Crew Supervisor 2, Crew Worker 1, Crew Worker 2

Established: 10/28/22

**Revision Dates: 4/2/25;
10/20/23**

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for performing supervisory and administrative duties involving skilled maintenance and/or construction of landscape features and green infrastructure, or other assigned area. Duties may include: inspection, selection, placement, care and maintenance of landscaping and turfgrass. Works under limited supervision.

SERIES LEVEL: This is a stand-alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Supervises, directs and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining and completing employee performance appraisals; participates in the hiring process; conducts or coordinates training activities.

Coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations and provides technical expertise.

Ensures adherence to established safety procedures, including adherence to OSHA and MUTCD safety regulations; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; ensures set up of safe work zones; initiates any actions necessary to correct deviations or violations.

Ensures compliance with Federal, State, and City landscape, forestry, green infrastructure permits, requirements, laws, and regulations.

Coordinates work activities with those of other departments, contractors, outside agencies or others as needed; responds to needs/requests of other city departments.

Develops long-term goals and projects; drafts plans, blueprints and specifications for proposed improvements; reviews project design and coordinates with planner on capital projects.

Plans and coordinates projects; prepares or receives work order requests; calculate cost and effort necessary for job completion; prioritizes, schedules and assigns projects to crews according to

available time and resources; coordinates availability of needed equipment, personnel and materials; inspects work sites to ensure proper completion of projects, including replacement of landscaping.

Develops long-term maintenance schedules; performs preventive maintenance inspections.

Monitors inventory of department equipment, supplies and parts; ensures availability of adequate materials to conduct work activities; initiates requisitions for new/replacement materials; reviews equipment specifications; receives/inspects incoming deliveries; coordinates organization and restocking of stock.

Supervises, performs, and trains employees in maintenance and construction activities to maintain proper care and functionality of green infrastructure and ornamental horticulture systems ; leads and assists in the selection, care, planting, and maintenance of City trees, shrubs, flowers, turfgrasses, other plants, soil, and sod in local parks and other public areas.

Supervises and assists in performing manual tasks associated with department activities.

Identifies invasive species and develops plans to control or eliminate unwanted plant species. Designs, installs, and maintains annual and perennial planting beds, grasses, shrubbery, and trees. Selects and recommends flowers and plants for replacement.

Identifies common species of plant pests and weeds and utilizes the method of integrated pest management for control.

Prepares fertilization, integrated pest management, and irrigation schedules. Applies pesticides, herbicides, and fertilizers compiling with state and federal guidelines and keeps record of applications.

Responsible for inspecting work of contractors and working directly with contractors to ensure quality of works meets expectations of the City.

Provides budgetary input relating to area of assignment; evaluates current and future equipment needs; assists with preparation of departmental budget and bid specifications for materials and equipment; prepares purchase orders for procurement of materials; investigates accounting discrepancies.

Performs administrative tasks; receives/approves timesheets and leave requests; prepares payroll sheets and forwards to payroll staff; reports accidents or injuries;

Maintains and updates current blueprints, construction plans, park maps, or other documentation; provides sketches of field information for incorporation into city maps;

Prepares or completes various forms, reports, correspondence, lists, logs, work requests, daily activity reports, monthly progress reports, personnel documentation, chain of custody forms, overflow forms, shipping forms, vehicle repair forms, vehicle maintenance sheets, accident reports, property damage reports, inventory records, purchase requisitions, payroll sheets, performance evaluations, diagrams, maps, drawings and other documents.

Receives various forms, reports, correspondence, logs, work orders, specifications, maps, drawings, wiring diagrams, mechanical diagrams, vehicle repair forms, inventory records, job applications, time sheets, leave slips, manuals, catalogs, reference materials or other documentation; reviews, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; utilizes word processing, spreadsheet, database, computer mapping or other programs;

Oversees operation and maintenance of department equipment; provides training and instruction on proper use and repair of equipment. Operates a variety of machinery, equipment, and tools associated with projects and work activities as needed; oversees and coordinates general/preventive maintenance necessary to keep vehicles, equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; plans and coordinates regular maintenance or necessary repairs. Transports, loads and unloads various equipment and materials used in projects; transports workers to work.

Communicates via telephone and/or email; provides information and assistance; takes and relays messages or directs calls to appropriate personnel; returns calls as necessary.

Communicates with supervisor, employees, other departments, contractors, manufacturers, vendors, the public, outside agencies and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems or give/receive advice/direction.

Responds to complaints and questions related to department operations and activities; provides information, researches problems and initiates problem resolution.

Attends and participates in meetings with employees, department/City personnel, contractors, vendors or others as appropriate.

Maintains comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new methods, trends, and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

Uses, carries and answers cell phone calls for business purposes as determined by the assigned job duties and the Department Head.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma or GED; supplemented by vocational/technical training in horticulture or related field; three (3) years of experience and/or training that includes supervision of commercial or public grounds and landscape maintenance, or irrigation operation and repair; and three (3) years of supervisory experience, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Valid driver's license

TN Department of Agriculture Commercial Pesticide Applicator Certification within six (6) months of hire.

Preferred Membership in American Horticulture Society, American Society for Horticultural Science, American Nursery and Landscape Association, Professional Grounds Management Society, Professional Landcare Network or other relevant professional organization.

SUPPLEMENTAL INFORMATION:

Knowledge of supervisory principles; work scheduling principles; landscape maintenance principles and practices; irrigation system maintenance and operation principles; procurement principles and practices; horticultural principles; turf management principles; applicable equipment, materials and tools used in grounds maintenance activities; characteristics and care of plants, trees and grass common to the area; irrigation principles work scheduling principles; applicable tools and equipment of the trade; green infrastructure and turfgrass; plant species; pesticides and chemicals used in horticulture; industry standards and specifications; record keeping principles and practices; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies and procedures; budgeting principles; safe work practices and applicable tools and equipment utilized in the trade.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; developing and monitoring budgets; preparing specifications; reading and interpreting a variety of technical specifications, blueprints, drawings, the operation of heavy equipment and related items; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; performing manual labor; identifying alternative solutions, projecting consequences of actions, and implementing recommendations; handling multiple tasks simultaneously; maintaining a variety of equipment and trucks; investigating and resolving potentially hazardous situations; training staff on work methods and procedures; ensuring compliance with safe work practices; inspecting facilities and work for compliance with applicable guidelines and specifications; maintaining records and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gasses, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.

SPECIAL REQUIREMENTS:

Safety Sensitive: Y

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.