



JOB TITLE:	Lead Horticulturist	FLSA: Non-Exempt
DEPARTMENT:	Public Works	DATE: February 2022
REPORTS TO:	Public Works Director	

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

SUMMARY OF JOB PURPOSE:

This position is responsible for the purchasing, propagation and planting of flowers, plants, and shrubs for responsibilities that include but are not limited to budgeting, planning, landscaping, planting, minor trimming of trees & bushes, applying fertilizers, chemicals, and pesticides.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists the Public Works Director in the development of an annual budget for the landscaping program for City.
- Responsible to assure that all supplies, materials, and equipment purchased for the landscaping program is within the annual budget.
- Establishes and maintains high horticultural standards and practices, providing direction, training, and motivation for the horticultural staff.
- Creates and maintains all horticultural displays, including annual and perennial beds; include scouting for pests and disease.
- Supervises and/or performs trimming, pruning, and grooming of all horticultural displays throughout the facilities, including clean-up.
- Hand water and monitor irrigation of plantings, especially during time of establishment and drought.
- Manage and maintain greenhouse plantings ensuring greenhouse control systems including heating/cooling, structure and irrigation are working properly.
- Expected to work with the Public Works staff on install/maintenance of Holiday lighting and decorations at both facilities.
- Develops, maintains, and promotes positive and professional relationships with internal staff, volunteers, guests, vendors, contractors, and the public.
- Directly supervises a small group of non-supervisory employees.

- Carries out supervisory responsibilities in accordance with the City's policies and guidelines.
- Supervisory responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; addressing complaints and resolving problems.
- Must be detail oriented, with considerable attention to order and cleanliness throughout the facilities.
- Maintain equipment and tools needed to perform daily tasks.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or regulations written in the English language.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from upper management.
- Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work long hours and on weekends and holidays during busy season.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

- While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions.
- The employee is frequently exposed to outside weather conditions.
- The employee is frequently required to stand and walk; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to sit, climb, or balance.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

MINIMUM QUALIFICATIONS:

- Bachelor of Science degree in horticulture, botany, natural sciences, or a related field.
- Minimum of four years' experience as a professional horticulturist.

- Minimum of two years' experience in a management position.
- A comparable amount of training and/or experience may be substituted for the minimum qualifications. Horticulture certification can be used to establish equivalency.
- Demonstrated knowledge of plants native to Alabama.