



Office of Human Resources  
Park Horticulturist - CJ1983  
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### General Statement of Duties

Performs cultivation, care and maintenance of a variety of plants in a greenhouse or landscaped area. Some positions perform restoration cultivation, care and management of natural areas and wildlife habitats.

### Distinguishing Characteristics

The Park Horticulturist is distinguished from Horticultural Worker by the performance of greenhouse production; technical or restoration management in the design and planting of flower beds for annual and perennial flowers, grasses or wildflowers of landscaped areas or natural areas and wildlife habitats whereas Horticultural Worker assists with plant propagation, watering and general plant maintenance and weed management.

### Level of Supervision Exercised

By position, performs lead work.

### Essential Duties

Prepares, fertilizes, amends or conditions soils for different types of plants or plant communities.

Participates in the development of planting programs or planning restoration projects in natural open space areas.

Makes recommendations for the number and types of plants to be grown in a certain location and makes recommendations on weed management, as well as for the arrangement, planting and management schedule.

Determines the kind of growing conditions such as soil, sunlight, moisture, temperature and humidity most suitable to the variety of plants under cultivation or restoration.

Ensures proper preparation and application of chemicals, hot water, steam or other methods to prevent damage to self, other employees, the public, plants, and wildlife.

Prepares reports and maintains records of plant maintenance, weed management and/or restoration activities.

Observes all common safety standards. Follows safety rules and regulations.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedule to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or usual assignments. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines appropriate solutions.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Responds orally to informal grievances and relays information to the supervisor.

Documents situations which may be cause for disciplinary action and provides this information to the supervisor.

By position, directs and performs cultivation, care and maintenance of flower gardens, lawns, shrubs, trees and ground covers including growing, transplanting, cultivating, trimming, spraying, fertilizing, pruning, and watering plants in a greenhouse or landscaped area.

By position, directs and performs restoration and management of natural areas and wildlife habitats including growing, seedling, transplanting, cultivating, or weed management.

By position, improves and protects wildlife habitats in order to ensure wildlife safety.

By position implements wildlife and vegetation management prescriptions including population control, pesticide applications, assessment, inventory, and monitoring.

By position, operates small gasoline and electric powered garden tools used indoors and outdoors.

By position, prepares working sketches of flower beds or water conserving landscapes.

By position, participates in snow removal duties as assigned.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Decision Making-** Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks and evaluates and chooses the best alternative in order to make a determination, draw conclusions or solve a problem.

**Problem Solving-** Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

**Reading-** Understands and interprets written material, including technical materials, rules, regulations, instruction, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Reasoning-** Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Technical Competence-** Uses knowledge that is acquired through formal training and/or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Written Communication –** Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

**Working with People -** Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict.

## Knowledge & Skills

Knowledge of cultivating flowers, plants, turf, and trees.

Knowledge of native plants and noxious weeds.

Knowledge of common garden tools sufficient to be able to use tools safely and effectively.

Knowledge of insecticides, herbicides, fertilizers or cultural methods sufficient to be able to perform a variety of horticulture activities or ecological restoration.

Knowledge of wildlife needs sufficient to be able to ensure wildlife safety.

Knowledge of safety hazards and necessary safety precautions for self and others sufficient to be able to establish a safe work environment.

Knowledge of common and scientific names of a variety of plants, including native plants and grasses, shrubs and trees sufficient to be able to correctly identify and recommend arrangements, plant associations, displays and exhibits.

Knowledge of restoration and ecological processes.

Skill in cultivating and maintaining flower gardens, lawns, shrubs, trees and grounds.

Skill in managing natural areas open space.

Skill in preparing landscape sketches or water conserving landscapes.

Skill in using computers, Global Positioning System (GPS) and Geographical Information System (GIS).

Skill in using digital cameras.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of experience in the cultivation and care of a wide variety of ornamental/native plants -OR- horticultural/ecological restoration.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirement except for one year of experience in the care of a wide variety of ornamental/native plants or horticultural/ecological restoration. For example, successful completion of a Master Gardener Program may substitute up to four semester hours of course work. Relevant Continuing Education Units (CEU) in horticulture or Naturalist Training Programs may substitute for three semester hours at the rate of forty-five contact classroom hours of seminars, workshops, etc. Additional appropriate experience in horticulture, botany, natural resources, range management, or horticultural/ecological restoration may be substituted for the education requirement.

### **Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

By position, may require Certification in Pesticide Application by the State of Colorado by completion of probationary period.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.  
Potential exposure to chemicals, gas and low-level radiation.  
Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.  
Potential exposure to dust.  
Potential exposure to hazardous/toxic chemicals.  
Potential exposure to heat temperatures, hot enough to cause bodily discomfort.  
Potential exposure to humid conditions with high moisture content to cause bodily reactions.  
Personal Safety: aware of surroundings, people, and events.  
Temperature Changes: variations in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.  
Carrying: transporting an object, usually by hand, arm or shoulder.  
Climbing: ascending or descending objects usually with hands/feet.  
Crawling: moving about on hands and knees or hands and feet.  
Crouching: bending body downward and forward by bending legs.  
Eye/hand/foot coordination: performing work through using two or more.  
Feeling: perceiving attributes of objectives by means of skin receptors.  
Fingering: picking, pinching, or otherwise working with fingers.  
Handling: seizing, holding, grasping, or otherwise working with hand(s).  
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.  
Pulling: exerting force on an object so that it is moving to the person.  
Pushing: exerting force upon an object so that the object is away.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Standing: remaining on one's feet in an upright position.  
Stooping: bending the body by bending spine at the waist.  
Walking: moving about on foot.  
Walking: moving about on foot on uneven surfaces.

**Background Check Requirement**

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record  
Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-615

**FLSA Code:** N

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:**

**Revised By:**

**Class History:**