

**ORANGE COUNTY CLASS SPECIFICATION**

**TITLE:** HORTICULTURAL ASSISTANT **GRADE:** 8

**TITLE ABBREVIATION:** HORT ASST **TITLE NO.:** 6415

**JURIS.CL:** C **SALARY CODE:** 01 **EEO CODE:** SM **FLSA CODE:** NE

**DEPARTMENT:** VARIOUS **DIVISION:** \_\_\_\_\_

**SUPERVISOR'S TITLE:** VARIOUS

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized gardening and groundskeeping work involving responsibility for the identification, organization and development of a variety of horticultural specimens for classroom study or the Arboretum as well as for the creation, development and care of all campus or Orange County Parks garden areas. The incumbent is also required to maintain the greenhouse and to provide information to assist students or visitors with course projects. The work is carried out under the general supervision of the Supervising Groundman or a designated professor in the Biology Department or the Horticultural Supervisor with leeway allowed for the exercise of independent judgment in planning and initiating projects. May lead and direct the work of seasonal employees and/or volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Identifies and organizes plants by botanical family for classroom study;
2. Propagates plants applying knowledge of environmental controls and plant culture; initiates new plant growth using a variety of methods;
3. Participates in planting, transplanting, mulching, cultivating, irrigating, propagation and/or pruning of trees, flowers, and other plant material;
3. Provides information and/or tours of greenhouse to students, community groups and the general public;
4. Develops and maintains all existing garden areas and creates new gardens for artistic displays;
5. Determines types and quantities of plantings to grow, mixes growth media and prepares containers, e.g., pots, jars, trays, etc.;
6. Identifies existing trees and shrubs and assists in the selection of new trees and shrubs;

7. Removes substandard plants to maintain quality control, prunes plants to enhance development and transplants when needed for better display;
8. Regulates humidity, ventilation and all climatic conditions in the college greenhouse;
9. Inspects plants for diseases, identifies and takes appropriate action to eliminate or curtail the spread of the disease;
10. Prepares and arranges decorative plants and flowers for special activities;
11. Attends seminars, workshops and other educational sessions;
11. May deal with vendors to purchase supplies and materials;
12. May drive a truck or tractor as various jobs require;
13. May operate chainsaws, chippers and other tools as needed;
14. May log activities, maintain propagation records and compile periodic reports.

When assigned to the Department of Parks Recreation and Conservation:

15. Handles pesticide/herbicide applications;
16. Maintains and operates existing irrigation system on parks grounds.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the methods used in propagating, planting, cultivating, pruning and general care of plants, flowers and shrubs; good knowledge of the growth characteristics and basic care requirements of the flowers, plants and shrubs typical to the area; working knowledge of the symptoms and means of combatting insects and other pests typical to the area; skill in the use and care of gardening equipment and tools; ability to follow oral and written instructions; resourcefulness; creativity; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Associate's Degree in Botany, Horticulture, Landscape Architecture or a related field and (1) year of paid horticultural related experience which shall have included cultivating plants in a controlled environment; OR

(B) Graduation from high school or possession of a high school equivalency diploma and three (3) years of paid experience as outlined in (A) above; OR

(C) Five (5) years of paid experience as outlined in (A) above.

**SPECIAL REQUIREMENT:** Possess and maintain a valid driver's license.

**NOTE:** Specialized training in horticulture may be substituted for the required experience on a month for month basis.

**NOTE:** Verifiable related volunteer experience will be prorated on a month for month basis.

**Note:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

REVISED: 1/19/25