

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** HORTICULTURAL SUPERVISOR **GRADE:** 14

**TITLE ABBREVIATION:** HORT SUPV **TITLE NO.:** 6414

**JURIS.CL:** NC **SALARY CODE:** 01 **UNIT:**  **EEO CODE:** TE **FLSA CODE:** NE

**DEPARTMENT:** PARKS, RECREATION & CONSERVATION **DIVISION:**

**SUPERVISOR'S TITLE:** COMMISSIONER OF PARKS, RECREATION AND CONSERVATION

**DISTINGUISHING FEATURES OF THE CLASS:** This is a specialized position involving the responsibility for supervising and participating in the development and maintenance of grounds, landscapes, and related horticultural and ornamental plantings for the Parks, the Orange County Arboretum and other County owned properties. The position is responsible for planning and budgeting for all the Parks' horticultural work. Duties are performed under general supervision. General supervision is exercised over subordinate personnel and volunteers. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Supervises and participates in planting, transplanting, mulching, cultivating, irrigating, propagation and/or pruning of trees, flowers, and other plant material;
2. Insures that seasonal schedules are followed for planting of seeds, seedlings, flowers, bulbs, trees and shrubs as well as spring and fall cleanup;
3. Supervises the application of fertilizers, insecticides, and fungicides;
4. Inspects plants for diseases, insects and other problems in order to identify and take appropriate action to manage such problems using Integrated Pest Management (IPM) techniques;
5. Prepares and manages the horticultural budget for the entire Parks' system;
6. Reports needs for major maintenance and reconstruction;
7. Designs flowerbeds and lays out plantings;
8. Assists in laying out trails and walks, marking, identifying and keeping computerized database records of plant material;
9. Keeps time records for crews;
10. Prunes and/or removes woody plants using appropriate equipment;
11. Prepares and presents reports to the Friends of the Orange County Arboretum concerning planning and expenditures for the arboretum as required;

12. Assists with organizing events related to education and training programs at the visitor's center;
13. Drives a truck or tractor as various jobs require;
14. Attends seminars, workshops and other educational sessions;
15. May assist in researching available grants and preparing grant applications.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the methods used in planting, cultivating, pruning and general care of plants, flowers, shrubs and turf; thorough knowledge of the growth characteristics and basic care requirements of herbaceous and woody plants typical of the area; good knowledge of the symptoms and Integrated Pest Management techniques for managing insects and other pests typical of the area; good knowledge of budget preparation and management; skill in the use and care of gardening equipment and tools; ability to use personal computer and applicable programs; ability to follow oral and written instructions; ability to communicate both orally and in writing; ability to supervise and work with others; resourcefulness and creativeness; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Horticulture, Landscape Development or related field and one (1) year of paid work experience in gardening and/or grounds maintenance; OR
- (B) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Horticulture, Landscape Development or related field and three (3) years of experience as defined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as defined in (A) above.

**NOTE:** Must possess **at time of appointment** and maintain an appropriate driver's license. Ability to lift and carry fifty (50) pounds.

REVISED: 9/16/76

FORMAT CHANGE: 4/3/86

NAME CHANGE FROM HORTICULTURAL FOREMAN 11/14/89

JURIS CL UPDATE: 5/7/91

REVISED: 04/17/02 kmg

REVISED: 06/18/02 kmg

**REVISED: 9/9/03 AG**