

## The Maryland-National Capital Park and Planning Commission

TITLE: Horticulturist                      Code 2372                      GRADE: 18    DATE: 1/8/2024  
         Horticulturist-Supervisor    Code 2376                      GRADE: 20  
SERIES: Natural Science                      EEO: Professional    FLSA: Exempt

### Class Definition:

Under general supervision, performs professional horticultural work involving plant propagation and breeding of native plants, flowers and trees and shrubs, and associated processes for production, selection, storage and handling. Work involves landscape design, greenhouse operations, outdoor and indoor gardens, community gardens, agriculture and floriculture; applies principles of plant science and technology to produce and use intensively cultivated crops. Designs, installs and maintains landscape to enhance environmental beauty and attract pollinators; uses plants to protect and conserve natural resources in rural and urban settings. Coordinates the work of seasonal and volunteer staff in appropriate methods and procedures for plant propagation operations, landscape and garden development and maintenance; may schedule and assign work of career staff. Trains less experienced staff. Develops standard operations and proper record keeping. Provides interpretive and educational programs in horticulture/agriculture at Commission facilities in programs designed to inform and educate visitors about horticulture, agriculture, public gardens and other park facilities that contain horticultural displays or exhibits. Work contributes to the accuracy, adequacy, timeliness and other facets of support of the unit or work program of assignment. Applies knowledge of the concepts, principles, practices and methodology of horticulture, landscape and garden development and maintenance, nursery/greenhouse operation, project management, tools, materials and equipment used in field, plant taxonomy, pesticides and integrated pest management (IPM), horticultural education, plant propagation operations. Performs various types of research, data collection and analyses to solve regularly occurring problems in the work. Interacts with people inside and outside the organization to exchange information, coordinate, instruct and guide. Performs other duties, as assigned.

Assignments are made in terms of specific duties and responsibilities. Incumbent plans and carries out the work in conformance with established policies and procedures and accepted customer service practices. Resolves commonly encountered work problems and deviations by selecting and applying the appropriate guidelines, and brings procedural exceptions and recommendations to the supervisor for guidance or resolution. Work is expected to be accurate and is subject to check for conformance with guidelines, quality, quantity, timeliness, teamwork, customer service and other factors.

**Horticulturist-Supervisors** meet the FLSA standard for exemption as a supervisor. As supervisors, performs a full range of supervisory human resource (HR) management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance.

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### Examples of Important Duties:

1. Assists in the planning of horticultural projects. Surveys parks, gardens and other Commission facilities in determining the horticultural and landscaping needs utilizing Commission vehicles. Recommends projects to supervisor and the purchase of supplies and materials; reviews product catalogs and confers with vendors regarding supplies and materials to be purchased. Obtains price quotes and prepares purchase requests.
2. Participates in the design and installation of permanent and seasonal garden displays per established garden themes and standards using new plants and innovative combinations. Considers height, color, texture, peak performance and other variables to create artistic designs from season to season. Researches and selects plant materials for permanent plantings and seasonal displays; installs seasonal displays in containers for spring, summer, fall and winter using a variety of annual, perennial and woody plants. Prepares design plans for garden areas, including size, spacing, numbers, estimated costs, sourcing and other variables; and submits crop requests according to established schedule. Drafts purchase orders to request purchasing of plants from outside vendors and submits to supervisor for approval.
3. Installs botanical displays for exhibit, interpretive and educational programs at Commission facilities. Reviews planting plans, selects plants and designs layout of seasonal outdoor gardens and indoor plant displays. Coordinates height, color, texture, peak performance, landscaping and other variables to create artistic designs from season to season. Maintains highly specialized display program. Orders plants from nursery/greenhouse or other sources.
4. Coordinates or supports a community garden program. Coordinates plot registration for various gardens. Participates in or supports volunteer management including communication, leading, recruiting or working with volunteers. Develops marketing materials which involves maintaining the website, newsletters or email correspondence to the public. Collects and analyzes data. Coordinates public educational programming. Maintains relationships with agricultural partners. Inspects gardens and enforces proper maintenance and compliance with guidelines, conditions of use and rules and regulations. Provides training and educational programs for gardeners and the public. Leverages technology for program and process improvement.
5. Maintains horticultural collections, gardens and landscape displays. Performs skilled and technical horticulture work such as planting, pruning, staking, fertilizing and bed preparations according to established standards; performs routine grounds maintenance such as edging, raking, general cleanup and erosion control. Establishes permanent plantings and renovations of existing plantings, including rejuvenation pruning; performs landscape construction as required.

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6. Uses Integrated Pest Management (IPM) to ensure plant health. Conducts soil tests, analyzes results and works with supervisor to determine solutions; prepares planting beds by amending, rototilling and grading to promote plant growth and applies fertilizers as necessary. Identifies and controls invasive vegetation; identifies and diagnoses pests, diseases and other plant problems and determines and implements effective treatments. Applies and stores fertilizers and pesticides in a safe and effective manner and in accordance with Federal, state, county and Commission guidelines, recommendations and regulations. Maintains accurate records for all pesticide and fertilizer applications.
7. Provides interpretive and educational programs including classes, workshops and symposiums in horticulture and related topics to the public. Researches subjects, develops program/class plans and upon approval develops materials, exhibits and other aids to complete presentations. Presents programs or classes to varied groups. Responds to questions from groups and explains the technical processes involved in the subject. Participates in the design and development of larger or more extensive programs under the direction of supervisor. Conducts research for programs and develops designated aspects of larger or more extensive programs. Presents or assists in the presentation of such programs to the public.
8. Prepares informational brochures, flyers and class and event schedules. Promotes positive public relations for horticultural programs and encourages public appreciation for gardens, plants and related aspects of horticulture. Conducts surveys to ascertain public interest in horticultural activities and how horticultural facilities might be used. Coordinates the use of facilities for shows, meetings and similar events. Coordinates and trains tour guides. Responds to visitor, telephone and staff inquiries concerning horticultural and visitor services matters. Greets visitors, provides program or class information, registers participants for programs and events and collects program and other fees when appropriate.
9. Provides technical assistance and horticultural consulting for standard park planning and development horticulture projects. Reviews and comments on park development projects. Leads or participates on project teams during planning, development and construction phases. Advises Park Managers, project coordinators and construction managers on routine horticulture related issues.
10. Coordinates the work of staff (e.g., career, seasonal staff, interns and volunteers. Participates in the recruitment, selection and scheduling of volunteers to support the work program. Supports training and instruction of new staff with proper work methods, tools, equipment and safety precautions. Engages with other staff to manage large groups of volunteers on volunteer or community workdays. May conduct and provide input into performance evaluations. Supports meetings with citizen groups and schools to maintain and attract the appropriate individuals. Implements in-service training for volunteers. May schedule and assign work of staff.

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11. Maintains records of expenditures, inventory, pesticide use, accidents and injuries, and other records as deemed necessary, and prepares reports as needed. Reports accidents and injuries.
12. Uses a variety of tools and equipment to carry out the work program. Operates a wide variety of specialized horticultural tools and landscaping equipment skillfully and safely. Performs preventative maintenance and minor repairs. Reports the need for major repairs and scheduled maintenance. Keeps utility cart, tools and assigned equipment bay clean and organized.
13. Recommends purchases of equipment, supplies and materials. Reviews product catalogs and confers with vendors regarding purchases. Obtains price quotes and prepares purchase requests.
14. Meets with citizens, schools and community groups to discuss the Commission's horticultural policies and procedures and address issues. Responds to visitor, telephone and staff inquiries concerning horticultural matters.

### Important Worker Characteristics:

- A. Knowledge of (1) the concepts, principles, practices and methodology of horticulture; (2) landscape/garden development and maintenance; (3) nursery/greenhouse operation; (4) plant propagation operations; (5) project management; (6) enterprise operations/cash management\*; (7) tools, materials and equipment; (8) safety; (9) plant taxonomy; (10) pesticides and integrated pest management (11) horticultural education; (12) public relations; (13) volunteer management; and (14) Commission organization, policies and procedures\*.

*\* Typically acquired or fully developed primarily after employment in this job class.*

- B. Skill and ability to (1) perform recurring, well-precedented projects using standard methods and techniques; (2) set up and implement new procedures; (3) establish quality controls; (4) ensure proper collection and preservation of specimens; (5) perform and monitor the full range of specialized tests and non-routine procedures; (6) perform mathematical calculations, correlate and verify test results; (7) organize work effectively; and (8) provide courteous service.
- C. Skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. Examples include identifying and resolving problems; applying technical horticultural principles to solve practical problems.
- D. Skill in communication to understand verbal and written information (including facts, descriptions and ideas) and to express such information so that others will understand. Examples include providing technical advice; maintaining contacts with employees in other

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departments, the public, outside organizations, and vendors to provide information, explain procedures and processes, and determine what is required; training and directing the work of volunteers and others; reading and following blueprints; reading, interpreting and write technical reports and correspondence.

- E. Interpersonal skills to interact effectively with contacts in a businesslike, customer service-oriented manner; this includes skill in establishing and maintaining effective working relationships and working as a member of a team.
- F. Skill in operation of (1) computer and applicable software; (2) office equipment; (3) equipment and tools used in horticulture; and (4) educational teaching aids/audio visual equipment.

### Minimum Qualifications (MQs):

- 1. Bachelor's Degree in Horticulture or any related field.
- 2. One (1) year of professional experience in horticulture or closely related field.
- 3. An equivalent combination of education and experience may be substituted, which together total five (5) years.
- 4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's licenses must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required of the position.
- 5. Maryland State Pesticide Applicator License may be required within twelve (12) months of employment, depending on area of assignment.

### Working Conditions:

Work typically includes the following depending on assigned duties. Works inside and outside an assigned facility which may operate seven days per week. Works extended hours, evenings, weekends and holidays. Some vehicle driving required. Work requires long periods of standing and walking, and recurring bending, stooping, reaching and similar activities. Work may also include frequent lifting of moderately heavy items weighing less than 49 pounds. Work involves exposure to moderate risks and discomforts, such as those due to adverse weather conditions such as high winds and low or high temperatures; irritating chemicals and noxious fumes during horticulture, pesticide and weed control activities; and poisonous insects, plants, or snakes. Work requires special safety precautions or protective clothing and equipment.