

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Horticulturist	Code 2373	GRADE: 24	DATE: 1/8/2024
Senior Horticulturist-Supervisor	Code 2377	GRADE: 24	
SERIES: Natural Science	EEO: Professional	FLSA: Exempt	

Class Definition:

Under direction, performs full range of varied professional horticulture work for a Department-wide horticulture program. Directs the work of staff engaged in the production and propagation of plants, landscape design, installation and maintenance of landscape beds and gardens, greenhouse and conservatory operations, indoor and outdoor gardens, community gardens, agriculture, and floriculture and applying principles of plant science and technology to produce and use intensively cultivated crops. Oversees staff in the design, installation and maintenance of landscapes to beautify parks, enhance plant diversity, benefits environmental and ecosystems, attract pollinators, and increase the quality of life for park users; uses plants to protect and conserve natural resources in rural and urban settings. Manages a community gardens program and provides interpretive and educational programs in horticulture and agriculture designed to inform and educate visitors to public gardens and other park facilities that contain horticultural displays or exhibits. Plans the work of career, seasonal and volunteer staff in appropriate methods and procedures for plant production and propagation operations, landscape and garden development and maintenance; may plan, schedule and assign work of career staff. Trains less experienced staff. Information on which to act is obtained through investigation, research, tests, extensive calculations, or other means and must be developed, classified and analyzed to determine significance. As an individual contributor, work results in completed assignments that have a direct impact on matters of the area(s) of assignment. Applies considerable knowledge of, and skill in, the concepts, principles, practices and methodology of horticulture, landscape and garden development and maintenance, nursery/greenhouse operation, agriculture, project management, tools, materials and equipment used in field, plant taxonomy, pesticides and integrated pest management (IPM), horticultural education, plant propagation operations. Independently performs various types of research, data collection and analyses to solve regularly occurring problems, including a range of non-standard problems. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide and advise. Performs other duties, as assigned.

Work is assigned in terms of functions, priorities, requirements of specific assignments, and known or suspected problems. Incumbent independently plans and carries out the work in conformance with these parameters, established policies, procedures and accepted practices of the field of work, and resolves commonly encountered problems by selecting and applying, or adapting and adjusting, the applicable policies or guidelines. Incumbent keeps the supervisor informed and seeks assistance only for unusual matters. Work is expected to be effective – the incumbent is held responsible for results; work is evaluated in terms of quality, quantity, timeliness, teamwork, customer service and such other factors as use of skill and ingenuity in overcoming technical and non-technical problems.

Senior 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

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Horticulturist Code 2373 GRADE: 24 DATE: 1/8/2024
 Senior Horticulturist-Supervisor Code 2377 GRADE: 24
SERIES: Natural Science EEO: Professional FLSA: Exempt

Commission policies and procedures; establishes and communicates objectives and expectations and evaluates performance.

Examples of Important Duties (Estimated Percentages):

1. Core Functions (±80%) – assigned functions vary by position

- Plans and manages crop production programs including perennials, annuals, tropicals, in-ground nursery and tree and shrub production programs, and other specialty horticultural crops. Promotes plant production programs to maintain and increase customer base and ensures schedules and program procedures are made known to customers. Maintains plant inventories. Stocks plants, seeds, starter plants, pots, forms and determines need for all production supplies. Conducts research to identify plants suitable for propagation and for supplies and plant material, contacts vendors, and originates purchase orders in a timely manner to efficiently support production program. Determines production schedules; starts every crop on time and ensures all subsequent cultural practices are implemented at the proper time resulting in the successful completion of high-quality crops according to request details and delivery schedules. Determines proper environmental factors such as temperature, light, soil, moisture content, and growth rates and moderates during production. Maintains communication with crop requestors and supervisor on progress of crops. Coordinates delivery of plants with customers; ensures vehicles are loaded safely and efficiently. Keeps complete records of all production factors on all crops. Provides consultations and technical expertise for plant selection and review of produced crops with customers and staff.
- Manages Integrated Pest Management Program (IPM). Determines status of plant health and diagnoses insect, pest, weed and disease problems and determines and implements appropriate response. Schedules chemical applications to minimize risk to staff, the public and to the environment, and to gain maximum efficiency in pest control. Applies pesticides and alternatives in a safe and effective manner. Keeps accurate records of applications and results to best evaluate materials and methods used to maximize effectiveness of future applications. Researches and procures materials that are best to respond to pest populations. Keeps pesticide storage area clean, dry, vented, locked and posted as per state law. Ensures pesticide containers are properly labeled and free of leaks and tears and old, outdated degraded pesticides disposed of safely and in a timely manner. Maintains accurate and up to date inventories of chemicals and safety equipment, application records, and material labels. Maintains a Maryland Pesticide Applicator Certification, if required.
- Manages a large and diverse greenhouse plant propagation and production program of specialty horticulture crops at a county facility. Works with plant material and consults with customers for plant installations and cultivation strategies requiring knowledge of the plant material, how to grow, where to procure, and what plants are impactful in the region for different reasons. Responsible for plant procurement, plant suggestions, providing estimates, and creation of maintenance plans based on different project needs

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Horticulturist	Code 2373	GRADE: 24	DATE: 1/8/2024
Senior Horticulturist-Supervisor	Code 2377	GRADE: 24	
SERIES: Natural Science	EEO: Professional	FLSA: Exempt	

from around the county. Works on various plant procurement projects requiring knowledge of a wide variety of plant needs from tropical and subtropical to Maryland native plants.

- May plan, schedule and assign work of career staff; evaluates work and counsels staff on ways to improve performance. Recommends the selection of staff; trains less experienced staff. Responsible for writing performance reviews, initiating recognition and disciplinary actions, and approving timecards and leave requests. Issues tools, equipment, supplies, and materials. Keeps records and prepares necessary reports. Oversees recruitment, retention, recognition and evaluation of volunteers.
- Plans work of seasonal staff, interns and volunteers. Recruits, participates in the selection of, and schedules volunteers to support the work program. Trains and instructs new staff with proper work methods, tools, equipment and safety precautions. Coordinates with other staff to manage large groups of volunteers on volunteer or community workdays. Provides input into performance evaluations. Meets with citizen groups and schools to maintain and attract the appropriate individuals. Schedules and directs volunteers engaged in providing service to parks. Develops and implements in-service training for volunteers.
- Surveys parks, gardens and other Commission facilities to determine major horticultural work to be done utilizing Commission vehicles. Provides fully proficient and considerable technical assistance and horticultural consulting to the design, installation and maintenance of gardens and landscaped areas of parks and may participate in park planning and development projects and review of plans. Recommends maintenance and capital improvement projects to be accomplished. Assists landscape architects in the design of gardens and landscaped areas. Estimates materials, equipment, supplies, and other resources needed. Monitors, inspects and approves work of contractors performing work. Advises Park Managers, project coordinators and construction managers on horticulture related issues.
- Performs and oversees staff providing technical horticultural tasks to optimize plant growth including soil testing, soil amendments, and implementation of best cultural and management practices. Identifies pest problems and takes appropriate actions. Provides technical horticultural guidance and advice to landscape crews and others on development and maintenance of horticultural features. Develops and disseminates written standards for maintenance of horticultural areas. Maintains propagation, pesticide application, label, registration, and financial records and prepares reports as needed. Conducts inventories and mapping of gardens and grounds.
- Plans, organizes, and directs educational and interpretive programs, classes, conferences, symposiums, workshops, and other fee and non-fee interpretive and educational activities that appeal to diverse audiences. Oversees facility use for shows, meetings and events. Coordinates tour guide services at horticultural facilities. Responsible for the operation of a public horticultural library and media center. Researches subjects, develops

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Horticulturist Code 2373 GRADE: 24 DATE: 1/8/2024
 Senior Horticulturist-Supervisor Code 2377 GRADE: 24
SERIES: Natural Science EEO: Professional FLSA: Exempt

programs/class lesson plans and proceeds to develop materials, exhibits and other aids to complete presentations. Establishes and maintains liaison with community organizations, plant societies, and special interest groups interested in horticultural subjects or use of Commission horticultural facilities. Conducts public outreach, public relations, and related marketing and communications activities to inform the public of horticultural programs and services available at the Commission.

- Manages, develops and oversees a countywide community gardens program. Coordinates plot registration for various gardens. Ensures gardens are properly maintained. Establishes standards and inspects gardens to ensure proper maintenance and compliance with garden guidelines, conditions of use, and park rules and regulations. Enforces garden guidelines and is responsible for correspondence to non-compliant gardeners. Oversees coordination of public educational programming and provides training and educational programs for gardeners and the public. Leverages technology for program and process improvement. Participates in park planning meetings and provides guidance and expertise for new and future community garden sites and participates on facility planning and design teams for implementation of new gardens. Responsible for directing volunteer management including communication, leading, recruiting, selection, onboarding, and working with volunteers. Directs development of marketing materials; maintains the website, newsletters, or email correspondence to the public. Maintains external relationships with rural and urban agricultural partners.
- Plans, designs, and develops the maintenance of botanical collections and related landscaping and accessories for a county-wide horticultural program. Applies advanced technical horticultural knowledge to the selection, planting, growing and displaying of plants to create exhibits and landscapes. Researches and locates plants suitable for display and program use. Designs gardens. Reviews planting plans, selects plants and designs layout of seasonal outdoor gardens and indoor plant displays. Creates and maintains highly specialized display programs. Orders plants and horticultural supplies, tools and materials. Oversees staff and contractors to develop areas.

2. Other Duties (±20%)

- Performs data management including managing the inventory of plants in the collection and working with many databases to track plant populations, species grown, orders produced, picked up, invoiced, and paid. Maintains a volunteer database and tracks staff hours. Conducts thorough periodic inventories of the plants in all stages of growth; tracks any Integrated Pest Management and fertilizer applications. Oversees the tracking of the growth of the program and works with supervisory staff to create presentations to the directorate, Planning Board and County Council for funding for the growing program.
- Uses GIS technology and various associated programs to assist in managing assets planted in park facilities or community garden sites. Responsible for mapping, data collection, management and collaboration with GIS Specialists to help provide information to Parks database and dashboard platforms.

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Horticulturist Code 2373 GRADE: 24 DATE: 1/8/2024
 Senior Horticulturist-Supervisor Code 2377 GRADE: 24
SERIES: Natural Science EEO: Professional FLSA: Exempt

- Establishes and maintains relationships with community organizations interested in horticultural subjects or use of Commission horticultural facilities; maintains liaison with special interest groups, plant societies and green industry, and confers with their membership regarding interests, plans and events. Meets with citizens, schools, agencies and community groups to discuss Commission horticultural policies and procedures and addresses issues. Responds to visitors and staff inquiries concerning horticultural matters.
- 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.
- May manage budget for work program and assist with monitoring expenditures and revenues as appropriate; provides analysis to forecast expenditures and revenues or assists with the development of the work program budget.

Important Worker Characteristics:

- A. Considerable knowledge of, and skill in (1) the concepts, principles, practices and methodology of horticulture; (2) landscape and 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 and staff 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) develop and implement horticulture programs; (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 efficiently and 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 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

The Maryland-National Capital Park and Planning Commission

TITLE: Senior Horticulturist	Code 2373	GRADE: 24	DATE: 1/8/2024
Senior Horticulturist-Supervisor	Code 2377	GRADE: 24	
SERIES: Natural Science	EEO: Professional	FLSA: Exempt	

volunteers and others; reading and following blueprints; reading, interpreting and writing 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, 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. Two (2) years of professional experience in horticulture or closely related field.
- 3. An equivalent combination of education and experience may be substituted, which together total six (6) years.
- 4. A 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's 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 is 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.