

THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

TITLE: Horticulturist I
SERIES: Natural Science

GRADE: G CODE: 4450
DATE: 9/25/01
FLSA: Exempt

Horticulturist Is will be designated as Code 4450; while Horticulturist Is with supervisory responsibilities will be designated as Code 4460.

Class Definition

Under direction, engages in plant propagation and related horticultural activities or provides interpretive and educational programs in horticulture at a Commission horticultural facility. Horticulturist I's perform work of moderate responsibility, complexity, and variety. Horticulturist I's may participate in programs designed to inform and educate visitors to public gardens and other park facilities that contain horticultural displays or exhibits. Employees apply technical knowledge of horticulture to select, apply, and lead staff in appropriate methods and procedures for plant propagation operations, landscape and garden development and maintenance or to research, plan, conduct, and evaluate interpretive and horticultural education programs for visitors to public gardens or horticultural facilities. Employees receive general assignments of an ongoing nature and plan and carry out the work in accordance with standard professional practices, handling most unusual matters and problems encountered in the work. Work is reviewed for technical adequacy and fulfillment of requirements by higher level supervisors. Performs other duties as assigned.

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. Recommends projects to supervisor. Recommends purchases 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. 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.
3. Performs technical horticultural tasks to optimize plant growth including conducting soil tests and amending soils. Identifies pest problems and implements maintenance, pesticide, and integrated pest management programs for the facility, ensuring best management practices.

Examples of Important Duties: (cont.)

4. Provides interpretive and educational programs including classes, workshops, and symposia in horticulture and related topics to the public. Researches subjects, develops program/class plans, and upon approval, proceeds to develop materials, exhibits, and other aids to complete presentations. Presents programs/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.
5. 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 interests 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/class information, registers participants for programs and events, and collects program and other fees when appropriate.
6. At a horticultural facility, maintains a library of horticultural materials. Selects, orders, and catalogs materials for the library. Researches technical questions. Utilizes print and non-print resources to search and disseminate information. Staffs the information desk as assigned.
7. Provides technical assistance and horticultural consulting to park planning and development 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 horticulture related issues.
8. May schedule and assign work of staff. Trains lesser experienced staff.
9. 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.
10. Recommends purchases of equipment, supplies, and materials. Reviews product catalogs and confers with vendors regarding purchases. Obtains price quotes and prepares purchase requests.

Examples of Important Duties: (cont.)

11. Schedules and directs volunteers engaged in providing service to parks. Develops and implements in-service training for volunteers.
12. Meets with citizens, schools and community groups to discuss the Commission's horticultural policies, procedures and address issues. Responds to visitor, telephone and staff inquiries concerning horticultural matters.

Important Worker Characteristics:

Knowledge of: (1) horticulture; (2) supervision; (3) tools, materials, and equipment used in field; (4) safety; (5) pesticides/integrated pest management; (6) horticultural education; (7) public relations; (8) Commission activities, organization, policies and procedures*; and (9) AA/EEO.

Skill in operation of: (1) vehicle; (2) office equipment; (3) personal computer; (4) word processing, spreadsheet, and appropriate software; (5) equipment and tools used in horticulture; and (6) educational teaching aids/audio visual equipment.

Ability to: (1) apply technical horticultural principles to solve practical problems; (2) perform mathematical calculations; (3) organize work effectively; (4) lift up to 50 pounds unaided; (5) deal effectively with the public; (6) read and follow blueprints; (7) communicate effectively; (8) train and direct the work of volunteers and others; and (9) provide courteous service.

* Developed primarily after employment in this job class.

Minimum Qualifications

1. Bachelor's degree in horticulture, or related field; and
2. One year of professional experience in horticulture, or closely related field; or
3. An equivalent combination of education and experience.
4. Valid driver's license.
5. A Maryland State Pesticide Applicator's License may be required within 6 months of employment, dependent on assigned duties of the incumbent.

Working Conditions

Works in office or field. Considerable pressure to meet deadlines. May work evenings and weekends. May be exposed to weather and horticultural chemicals.