

The Maryland-National Capital Park and Planning Commission

TITLE: Greenhouse/Nursery Technician GRADE: E CODE: 5423
SERIES: Horticultural Support DATE: 8/25/09 FLSA: Non-Exempt
EEOC: Technician

Class Definition

Under close supervision, performs routine technical horticultural support work involving limited responsibility, complexity, and variety. Performs a variety of duties in support of day-to-day operations and overall maintenance of a horticultural facility (e.g. nursery, greenhouse, conservatory) whose purpose is to produce and maintain plants and crops for use at Commission properties. Horticultural Technician's perform basic horticultural practices in support of plant maintenance and production. Duties performed include routine growing functions such as watering, pruning, grooming, weeding, transplanting, and moving plants.

This is the entry-level position within the Horticultural Technician series. Employees in this class receive close supervision from supervisors, or senior staff workers. Work is assigned in detail, and typically is reviewed both while in progress, and upon completion. Performs other duties as assigned.

Examples of Important Duties

1. Supports operations of displays and exhibits; assists with the maintenance of gardens, greenhouse plants, displays and exhibits. Provides daily care; waters, fertilizes, and grooms plants. Assists with plant propagation; mixes and transports soil and other growing mediums. Installs, transplants, and/or removes plants. Performs various horticultural support tasks (i.e. pruning, mulching, seeding, dead heading, weeding, and staking). Assists with unloading and delivery of plants to display area. Prepares plants for display.
2. Assists with identification of ideal greenhouse growing conditions (including temperature control, humidity watering, lighting, sanitation, and fertility). Monitors temperatures and heating and cooling equipment. Moves plants according to environmental and development needs.
3. Assists in inspecting, and identifying insect, weed, or disease infestations. Collects samples; notes abnormalities. May apply horticultural chemicals (insecticides, fungicides, and herbicides). Documents pesticide records. Attaches braces and wires to support plants with weak root systems. Removes diseased or damaged specimen, leaves, and flowers. Delivers plant debris for composting in service areas.
4. Maintains facility and grounds. Performs routine cleaning, maintenance, and repairs. Ensures work areas are kept clean and in working order. Operates trimmers and mowers to cut and trim grass in growing areas. Washes pots, sweep floors and cleans production areas. Assists in the fabrication of structures. Closes and opens greenhouses. Assists with building and equipment safety and security compliance. Performs snow removal.
5. Responds to visitor inquiries; provides routine interpretive assistance regarding displays. Enforces facility policies.

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Examples of Important Duties (continued):

6. Educates volunteers regarding horticultural practices. May provide guidance for volunteer project assignments.
7. Maintains records of plant growth, pesticide use, and plant inventories. Records horticultural information in a log book or electronic database. Maintains files and records.
8. Performs basic routine maintenance and repairs of greenhouse, nursery, or facility and related equipment.

Important Worker Characteristics

- A. Knowledge of: (1) principles of greenhouse and nursery operations; (2) planting, grooming, and maintenance practices; (3) grounds maintenance; (4) safety; (5) Commission organization, policies, and procedures. *
- B. Skill in operation of: (1) office equipment, including personal computer and applicable software; (2) greenhouse/nursery tools, including hand and power tools; (3) equipment, including mowers, motor vehicles, pesticide equipment and chemical sprayers*.
- C. Ability to: (1) apply principles to solve practical problems; (2) calculate fractions, decimals, and percentages; (3) read and write routine reports and correspondence; (4) collect, tabulate, and record data; (5) perform routine manual tasks and lift up to 49 pounds; (6) interact with the public.

*Developed primarily after employment in this job class.

Minimum Qualifications

1. High school graduation or GED and one year experience;
2. 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 their position;
3. State pesticide application registration within 12 months of appointment;
4. Pass Commission medical examination.

Working Conditions

Works in greenhouse and outdoor nursery. Some driving may be required. Exposed to weather, dust, and horticultural chemicals. Personal protective equipment may be required to apply certain chemicals. Work requires constant bending, lifting, and carrying of heavy objects.