



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 972.1

Job Title: **HORTICULTURIST**

Pay Grade: 18

### **GENERAL SUMMARY:**

Oversees and provides horticulture expertise in multiple operations and locations throughout the city.

### **RESPONSIBILITIES:**

- Manages the operations of city greenhouses.
- Develops and implements year-round production schedules.
- Plans and directs maintenance activities for greenhouses and equipment.
- Procures horticulture supplies and plant materials.
- Works with field personnel to review planting plans and provide updates on plant and insect problems.
- Delivers group presentations to garden clubs and other civic or social organizations, addressing citywide horticulture programs.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

An Associate's degree in Horticulture or a related field is required.

#### **EXPERIENCE:**

Two years of experience in horticultural or nursery operations are required.

#### **COMPLEXITY:**

Work consists of standard procedures and tasks where analytic ability is required in following guidelines, policies and precedents.

#### **IMPACT OF ACTIONS:**

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under moderate supervision and within standard operating procedures. The incumbent occasionally can function autonomously, with the supervisor available to answer questions as they arise.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

##### **Indirect Supervision:**

No indirect reports.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with professionals and supervisors. Interaction requires moderate tact and cooperation; e.g., scheduling and/or coordinating two personal calendars, resolving problems and/or obtaining necessary information.

#### **External Contacts:**

Level of external contact is infrequent with occasional contacts with lower-level service representatives and/or vendors. Interaction requires moderate tact and cooperation; e.g., responding to questions which require some research to provide the correct answer.

### **PHYSICAL EFFORT:**

The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

### **WORK ENVIRONMENT:**

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

### **PHYSICAL SKILL:**

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **JOB FAMILY:**

Horticulturist

*Effective: October 1990*

*Revised: July 1994*