CITY OF HOUSTON

JOB DESCRIPTION

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:

- Conducts daily inspections of all landscape areas, features, and beds for any physical damage, pest and disease issues, irrigation issues and/or general plant decline and reports accordingly.
- Manages the operations of city greenhouses.
- Develops and implements year-round production schedules. Maintains a seasonal planting schedule and logs for annual rotations.
- Plans and directs maintenance activities for greenhouses and equipment.
- Procures horticulture supplies and plant materials. Conducts and maintains quarterly plant inventory counts.
- 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.

Houston Airport System additional duties:

- Conducts weekly site meetings with the contractor and/or their representative to discuss issues, work schedules, plans, and projects, and submits a weekly report highlighting critical information to be communicated within the horticulture group.
- Reviews monthly reports submitted by the contractor ensuring contractual obligations are being met.
- Maintains a contractor issue log.
- Writes OSRs (other services requests) and documents, tracks, monitors and closes in system.
- Reviews contractor invoices against completed work for management approval.

SPECIFICATIONS: (continued)

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

EXPERIENCE:
Two years of experience in horticulture, nursery operations, landscape maintenance involving plant health care, or interior plant maintenance are required.

SUBSTITUTION:
Two years of directly related experience in horticulture, landscape plant maintenance, or interior plant care may substitute for the degree requirement. Duties must include all of the following: planting, pruning, irrigation, fertilization, and pest/disease management.

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; may manage contractors for the City in lieu of direct supervision.

Indirect Supervision:
No indirect reports.

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
Revised: April 2026