

Spec. Code: 2128  
Occ. Area: 01  
Work Area: 171  
Prob. Period: 6 mo.  
Prom. Line: none  
Effective Date: 12/01/09  
Last Action: Rev.

## HORTICULTURIST

### Function of Job

Under administrative supervision from a designated supervisor, to be responsible for the development of programs and the execution of work in horticultural phases of grounds maintenance.

### Characteristic Duties and Responsibilities

1. is responsible for periodic inspection of lawns, trees, shrubbery, and other plant materials on grounds
2. is responsible for the direction of work performance for proper care and maintenance of lawns, trees, shrubbery, and other plant materials on grounds
3. prepares spraying and feeding programs for care and maintenance of grounds plants and lawns
4. prepares nursery and greenhouse operating programs for propagating and growing replacements for grounds plants and decorative plants used for public functions
5. supervises field layout and construction on grounds improvement and landscaping projects
6. prepares recommendations for purchase and replacement of grounds maintenance equipment
7. collects information for budget preparation
8. conducts time studies and assembles cost records
9. supervises subordinates as required
10. performs other related duties as assigned

### MINIMUM ACCEPTABLE QUALIFICATIONS

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Bachelor's degree in horticulture or closely related fields
2. **One (1) year (12 months)** of work experience in a supervisory capacity in landscape construction or maintenance

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of the propagation, planting, care, and maintenance of ornamental trees, shrubbery, flowers, and lawns
2. knowledge of greenhouse and nursery operations
3. knowledge of equipment used in grounds operation
4. supervisory ability

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