

City of Shrewsbury
JOB DESCRIPTION

TITLE: Park Horticulturist **FLSA:** Exempt
REPORTS TO: Parks and Recreation Director **DATE:** Until Filled

General Summary:

Responsible for planning, organizing and directing the landscape and horticulture operations, and urban forestry of city parks, property, right of ways and greenspaces. Works under direct supervision of the Director of Parks and Recreation.

Job Functions and Responsibilities:

Essential

- Designs, installs and maintains flowering beds made up of both perennial and annual plants by planting plant materials, mulching, fertilizing, watering, applying pesticides, pruning and removing dead plant materials and weeds.
- Planning and purchasing all hard scape for planting areas.
- Installs holiday decorations within pots and appropriate areas as directed by parks director.
- Designs and maintains tree plantings to include pruning, mulching, fertilizing, pesticide applications and identifying dead/decayed trees for removal. Coordinates with Public Works Department for tree removal.
- Develops and implements plans and strategies for maintenance and improvements to lawn and turf areas. Recommends and purchases supplies, materials, and equipment while tracking budget.
- Plans and prepares annual budget for materials equipment and supplies related to horticulturalist activities. Keeps tools/equipment in good working order, clean and properly stored.
- Plan, directs, assist and reviews horticulture maintenance programs including pruning, fertilizing, pest and disease control, watering and mulching.
- Plans, directs, assist and reviews reforestation programs, and invasive plant removals.
- Coordinates with other city departments, boards or commissions on joint ventures.
- Acts as the city's liaison with its businesses to coordinate a similar landscaping theme.
- Provides tree care training and horticultural related workshops for city employees, residents and city business owners in cooperation with the Recreation Department.
- Oversees and keeps records on the operation, inventory and maintenance of horticulture materials, tools, vehicles, and equipment.
- Assists Director of Parks and Recreation in solicitation of bid estimates and project specifications.
- Assists in preparing applications for grants, certifications and other miscellaneous City tree and/or flower recognition programs.
- Attends and participates in training as required.
- Fills in for parks and recreation front desk staff when needed including answering the telephone and greeting customers, patrons and participants.

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Knowledge, Skills and Abilities Required:

Education and Experience:

Minimum of Associate's Degree in Horticulture or related field
Three or more years of related or equivalent experience in designing, installing and maintaining landscapes preferred.
Valid Driver's License

Material and Equipment Used:

Sprayers
String trimmer
Pruning tools
Single axle trucks
Tillers
Personal computer

Work Environment and Physical Demands:

Ability to work overtime including weekend and holidays when needed. Frequently assumes positions of stooping, kneeling, crawling, crouching, squatting, twisting and climbing. Ability to sit, stand and walk. Ability to use hands arms to reach and lift as coordinated or independent functions. Perform heavy manual labor. Exert physical strength necessary to operate all equipment used in daily departmental activities. Lift up to 30 pounds on occasion. Outdoor weather conditions. Exposure to pesticides, chemicals, loud noises, electrical hazards, dust.

To Apply please visit our website at www.cityofshrewsbury.com or visit the Shrewsbury City Center

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified, It is as well intended to be compliant with the Americans with Disabilities Act.
The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, should be considered.