JOB POSTING

TO: All Departments

FROM: Douglas Seegers, Director of Community Affairs

DATE: December 2, 2020

RE: Job Posting Horticulture Supervisor/Greenhouse Manager

A job opening exists in the Community Affairs Department for If this position is not filled by a current employee of the city within ten (10) working days of this notice, it will be open to the public on 1/28/2021.

This job description generally describes the duties and/or assignments to be performed, but due to the nature of work in a city it does not exclude other occasional work assignments outside of normal duties.

DEFINITION/DISTINGUISHING CHARACTERISTICS OF JOB
Under the direct supervision of the Director of Parks and Beautification, is responsible for supervising daily activities of the horticulture staff and volunteers. Performs daily maintenance in greenhouse areas as needed to propagate and or acquire and maintain plants for use to beautify City properties as assigned by supervisors. Collaborates with management and staff of various facilities on seasonal displays, plant selection, etc. in order to enhance many City properties. Determines the proper techniques used in accomplishing tasks such as plant media combinations, fertilizer calculations, etc. Proven ability to design and build flower beds to aesthetically complement City facilities.

EXAMPLE OF DUTIES
- Supervises the daily activities of the horticulture staff, greenhouse/nursery operations and volunteers; this includes instructing, assigning and reviewing work, planning, maintaining standards, coordinating activities, allocating personnel, acting on employee problems, and taking necessary disciplinary actions.
- Oversees the daily maintenance of the greenhouse/nursery operations necessary in producing high quality plants for the facility.
- Collaborates and works with the Zoo Grounds Maintenance Foreman and with the curatorial staff to plan seasonal displays, plan long and short-range planting schedules, and to develop plant acquisition lists for projects within the Louisiana Purchase Gardens and Zoo.
- Sets standards and instructs staff on proper techniques to be used in accomplishing tasks to include plant media combinations, fertilizer calculations, and greenhouse environmental controls and compiles propagation techniques.
- Coordinates the purchasing of supplies needed for proper and effective greenhouse/nursery production.
- Oversees complex labeling and plant inventory information on plant collections residing in the greenhouse nursery areas.
- Applies herbicides and pesticides where needed.
- Interacts and communicates with various groups and individuals to include employees, volunteers, management, the general public, industry personnel, etc.
- Operates, utilizes, and maintains related City equipment and machinery to include a tractor, calculator, computer system, printer, label machine, etc.
- Assists and consults with the animal care staff in the improvement of exhibits.
- Cleans the flower beds and adjacent areas. Removes garbage and trash. Picks up litter.
- Follows the Louisiana Governmental Code of Ethics for public servants.
- Performs other reasonable duties within the scope of work or in emergency situations as assigned by the appropriate authority.

**MINIMUM QUALIFICATIONS**

**Skills, Knowledge, and Abilities**
- Minimum of 18 years of age.
- Requires an Associate degree or technical/vocation training in greenhouse/nursery management with one to two years’ experience in a horticultural setting or any combination of education training and experience which provides the required skills, knowledge and abilities.
- Has good working knowledge of the policies, procedures and activities of the City of Monroe as it pertains to duties of the Horticulture/Nursery Manager position.
- The supervisor/manager must have, or have the capability to acquire, the following certifications from the Louisiana Department of Agriculture and Forestry: Arborist, Landscape Horticultrist, and Pesticide licensing. If candidate does not have these licenses, they must at least know the requirements and be able to obtain them within 18 months of employment.
- Master Gardner recognition is preferred.
- Has a thorough knowledge of the methods and activities involved in caring for greenhouse and nursery species, including native and endangered species.
- Has excellent supervisory and organizational skills and is capable of effectively managing related operations.
- Understands and practices the safe operational procedures for utilizing medium to heavy equipment in the performance of daily gardening and landscaping activities. Is also familiar with preventative maintenance processes necessary for maintaining equipment used in the performance of duties.
- Has knowledge of chemicals used in daily operations and promotes safe and effective handling and use of such agents.
- Able to use independent judgment and discretion in leading volunteer staff in such areas as assigning and reviewing work, maintaining departmental standards, and coordinating activities.
- Is capable of providing support and assistance to the Director of Parks and Beautification as needed.
- Has the ability to communicate in an effective manner with supervisors, other staff members, and members of the general public.
- Has good organization and mathematical skills. Has comprehensive knowledge of the terminology used within the division. Is able to compile and prepare required records.
- Has the ability to work in extreme weather conditions and in an environment which may utilize toxic agents.
- Is capable of performing the duties of the job without direct supervision.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**
Working inside and outside year-round in all weather conditions; is exposed to the possibility of cuts, bruises, and broken bones from falls and/or injury from power tools, mowers and other equipment. Requires standing, climbing, stooping, and bending. Frequently lifts heavy objects.

**OTHER**
Current and valid Louisiana Driver’s License.