



Job Title	City Horticulturist	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	3	Job Code	17830

Class Specification - City Horticulturist

Summary Statement:	
<p>The purpose of this position is to supervise, oversee, and coordinate the city horticulture program and assigned parks, and medians in an effort to continue Colorado Springs long tradition of providing beautiful parks and parkways for its citizens and visitors. This is accomplished by supervising and scheduling all phases of the greenhouse operations, flower bed designs, propagating seedlings, transplanting, and maintenance of flowers, plants and shrubs, associated with the parks, medians, special improvement maintenance districts, and the "Springs in Bloom" volunteer flower bed program; evaluating the cultural needs of turf grass and other plant materials; developing ongoing landscape maintenance programs; tracking and recording irrigation scheduling and assuring that the district's water is within budgeted allotments. Other duties include pond maintenance and managing and overseeing contracted maintenance services.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
35%	Supervises, plans, and coordinates city horticulture program and assigned park and median operations and activities by supervising and evaluating employees, volunteers, event coordinators, and outside contractors; participating in the development and implementation of goals, objectives, policies, and priorities. Identifies and implements opportunities for improved service delivery methods and procedures; directs, coordinates, and reviews the work plan for assigned staff; assigns work activities and projects; reviews and evaluates work products; meets with staff to identify and resolve issues; provides horticulture consultative assistance to park staff, planners, supervisors, volunteers, citizens, and outside agencies; interacts with volunteers and the public sector; prepares clear and concise reports; and stays informed of new trends in horticulture and irrigation conservation and technologies.
30%	Plans, schedules, and supervises all phases of the design by propagating, planting, restoring, and maintaining of plants, shrubs flowers, pond plants, and turf grass; estimating supplies, materials, personnel, and equipment required for routine and



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	complex work projects. Makes recommendations for the quantity and type of plants to be grown for certain locations and makes recommendations on weed management; and preparing, fertilizing, amending, or conditioning soils for different types of plant types.
20%	Maintains irrigation system management by overseeing and participating in charging, winterizing, inspecting, repairing, programming, and interpreting various irrigation system issues; directing employees in proper maintenance and repairs on mainlines, laterals, valves, clocks, rain sensors, head adjustments, backflow devices, and performing water audits. Facilitates retro fit installation projects in partnership with Colorado Springs Utilities; oversees and participates in the Colorado Springs Utilities water consumption program; prepares and monitors water usage reports; and assists technicians with interpretation of water usage to ensure the department stays within budgetary constraints.
10%	Facilitates equipment operation by assuring the work group has the proper tools and equipment and are familiar with safety standards while operating various hand tools, power tools, and shop equipment including front-end loaders, tractors, over seeders, top dressers, hydroseeders, aerators, mowers, roto tillers, and slicers; assures that all equipment maintenance is performed on a regular basis, monitors the preventative maintenance schedule and makes sure that all equipment gets delivered to fleet as scheduled; and assists with snow removal.
5%	Oversees playground, facility, and parkland safety by conducting weekly and annual playground inspection reports and submitting appropriate work orders and documentation to ensure that playgrounds comply with current National Playground Safety Regulations. Oversees public health and safety related programs and services including the departments environmental regulation program, storm water inspection, and occupational health and safety programs as assigned coordinating with other City staff. Coordinates audits and inspections; distributes related literature; ensures program compliance with municipal, county, state and federal, rules, regulations, and specifications; answers questions from citizens; and prepares and presents staff reports and other correspondence as appropriate and necessary.

Competencies Required:

Human Collaboration Skills: Decisions regarding interpretation of policies may be made. Contact may



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involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports; prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED).

Experience: Five years of full-time responsible horticulture experience including two years of administrative or lead supervisory experience and two years of experience as a commercial greenhouse grower.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required



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year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Valid, Non-probationary Colorado Driver's License	Upon hire
Certifications required in accordance with standards established by departmental policy.	

Supervision Exercised:

Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility:

This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).

Physical Demands:

Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Seasonally



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Wetness and Humidity	Seasonally
Respiratory Hazards	Several Times per Week
Noise and Vibrations	Several Times per Week
Physical Hazards	Several Times per Week
Mechanical and/or Electrical Hazards	Occasionally
Exposure to Communicable Diseases	Occasionally

Machines, Tools, Equipment, and Work Aids: Assorted power and hand tools, air monitors, actuator, multi-meter, ATV, truck and trailer, backhoe, paint sprayer, computer, printer, copier, fax, phone, scanner, safety glasses, gloves, hard hat, steel toe boots, sunscreen, ear protection, respirator, and safety vest.

Specialized Computer Equipment and Software: Microsoft Office and Auto Sketch 8.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: August 2014