



## Position Description

**TITLE:** HORTICULTURALIST/PLANT SPECIALIST

**LOCATION:** Facilities Management Department

**REPORTS TO:** Grounds/Automotive Manager

**HOURS:** Part-time position, during spring and fall. Schedule may vary according to Academy needs

**CLASSIFICATION:** Non-exempt, support staff position

**FUNCTION:** This position assists the Grounds/Automotive Manager and Horticulturalist with coordination and execution of landscape design, improvement and planting. Performs installation and maintenance of plantings.

### ESSENTIAL DUTIES:

- Assists the Grounds/Automotive Manager in the design, planning and implementation of horticultural planting, cultivation, propagation and care of Academy flowers, gardens and planted pots and islands
- Recommends the priority of horticultural development and planting to accommodate the seasons and the needs of the Academy
- Assists in the coordination of the Academy Greenhouse by:
  - Purchasing seeds and plants
  - Maintaining maintenance schedules (watering, weeding, transplanting, fertilization, shifting, pinching, rotating, misting)
  - Identifying, monitoring and controlling disease and insect activity through the use of pesticide controls.
- Prepares gardens for annual and perennial planting, mulching, and fertilizing.
- Maintains and evaluates all gardens during growing season.
- Cleans all gardens at the end of season.
- Instructs, demonstrates, and trains grounds personnel in proper horticultural methods and techniques.

**WORKING CONDITIONS:** Involves working outdoors in varying weather conditions. May be required to handle hazardous materials in the work area. Will be required to wear personal protective equipment as appropriate for the work assignment. Will spend time in Academy Greenhouse.

### QUALIFICATIONS:

**Education/Training:** Education or training in horticultural or plant sciences. Minimum of an Associate's degree preferred. Master Gardner Certification desired. Valid operator's license and ability to operate a standard transmission vehicle required.

**Experience:** Three year's experience in the horticultural field, including direct experience with plants, and gardens required. Irrigation experience preferred.

**Physical Demands:** To perform the essential functions of the job, the following applies: requires standing, stretching, bending, walking, lifting, climbing and transporting a minimum of 50 lbs. Operation of small power garden tools such as rototillers. Operation of utility vehicles like golf carts, gators, etc.