JOB DESCRIPTION

TITLE: Horticulturist

REPORTS TO: Director of Horticulture

CLASSIFICATION: Full-Time; Exempt

GENERAL PURPOSE OF JOB:

This position supervises and provides day to day active leadership to horticultural staff, volunteers, seasonal employees, and horticultural interns, and maintains BTG’s plant collection and irrigation and pond system.

KNOWLEDGE AND ABILITIES:

• Must possess a valid driver’s license
• Demonstrate accuracy; display commitment to excellence and a keen eye for garden detail
• Ability to establish and maintain effective working relationships with subordinates, fellow supervisors, direct supervisors, volunteers, and co-workers
• Ability to work independently as well as part of a team effectively
• Ability to work with and supervise a diverse staff and volunteer group
• Strong organizational, analytical, and mathematical skills for research, recordkeeping, and problem-solving
• Ability to understand and interpret instruction to work effectively and efficiently with minimal supervision
• Excellent verbal communication and interpersonal skills; ability to communicate maintenance and horticultural needs and personnel needs in a courteous and effective manner
• Ability to plan, assign, supervise, and evaluate the work of subordinates and/or volunteers
• Knowledge of garden plants and desire to learn central Florida horticulture and the aesthetic ethic of the Gardens
• Ability to fulfill the Garden’s plant collection and plant records policies
• Ability to perform and support horticultural practices that facilitate plant health through understanding soil nutrition, sustainable gardening and Integrated Pest Management
• Ability to visualize and conceptualize garden detail and aesthetics applying best garden practices for plant health and display
• Proficiency with PC Access program, mapping with GPS Trimble Unit, and Arcview 8.0.
• Knowledge of Microsoft Suite.
• Ability to perform strenuous physical work outside in the Florida weather year-round
• Ability to lift at least 60 lbs

EDUCATION AND EXPERIENCE:

• Associates or bachelors degree in horticulture, botany, or natural sciences
• Minimum of 5-10 years of hands-on experience in public gardens
• Minimum 2-3 years supervisory experience with landscape or garden staff preferred
In-depth knowledge of plant culture, Best Management Practices, plant identification and design preferred

Previous experience in garden or grounds maintenance with the ability to operate various types of hand and power operated tools and equipment utilized in all phases of horticulture work (lawnmower, front-end loader, tractors, back pack sprayers, weed-eaters, etc.)

Previous experience and knowledge of irrigation systems and maintenance

Current Florida Commercial Pesticide Applicator’s License with ornamental and turf category or ability to obtain within 90 days of hire

Current Florida Certified Horticultural Professional certification or ability to obtain within 90 days of hire

**ESSENTIAL DUTIES:**

- Reports for duty regularly and timely with an established schedule of Monday through Friday 7:00 am to 3:00 pm
- Provides daily supervision of garden staff, volunteers and/or volunteer work crews; may supervise special team projects
- Meets regularly with Director of Horticulture for work assignments to plan and coordinate projects determining necessary personnel or discussion of garden concerns; assigns garden supervisors with specific tasks and may participate in the more difficult and/or complex tasks or projects
- Performs regular inspections throughout the gardens; routine inspections may identify insect/disease problems, weed control needs, etc.; reports major problems or concerns to Director of Horticulture
- Responsible for the personal proper use and maintenance of tools, equipment, and materials; performs minor maintenance of power equipment and irrigation; refers more serious problems to the Director of Horticulture or Mechanic; oversees proper use and maintenance of tools and equipment by assigned garden staff
- Responsible for maintaining required knowledge of established garden plants and understanding the cultural requirements to maintain their growth and cultivation
- Record plant information, identify plant material, and process records for plant accession records using “Access” PC records program. Assign accession numbers and tag new specimen plants, and plants propagated from, that need to be tracked.
- Maintain horticultural calendar for bloom periods, seasonal cultural needs, etc. Tag plants in the nursery and follow up with recording the planting location information. Maintain plant labels and tags in Gardens. De-accession dead or missing plants.
- Responsible for the continual development of assigned staff and building positive employee relations by coaching, counseling, mentoring, motivating, resolving conflict, praising, documentation of performance, etc.; participates in annual performance reviews of assigned staff
- Lead horticultural tours as needed, assist with educational programming and special events
- Demonstrates a continual positive effort to maintain effective working relationships with staff, volunteers, and management
- Turf and lawn maintenance including tree care
- Weed and water as needed
- Work in the greenhouse; starting seedling, watering, spraying and propagating plant material

**ADDITIONAL RESPONSIBILITY:**
• Occasional overall supervision of the Horticulture Department in the absence of the Director of Horticulture

**WORKING CONDITIONS:**
• Must be able to lift at least 60 lbs
• Must be able to perform strenuous physical work outside in the Florida weather year-round, sometimes under unfavorable weather conditions and exposure to insects
• Continual or prolonged periods of time bending, stooping, reaching, crouching, kneeling, crawling, digging, and lifting
• Continuous communication and/or interaction with staff, volunteers, visitors, and management
• Occasional weekend and/or holiday work required to meet departmental deadlines or to provide staff support for BTG special events
• Use of independent good judgment to be applied when troubleshooting problems or determining needs