

CLASS SPECIFICATION
Horticultural Services Supervisor

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, plans, schedules, assigns, supervises and evaluates the work of horticultural personnel engaged in the construction, maintenance, restoration and repair of assigned landscape sites; plans, supervises and evaluates the production and procurement of plant material used for Parks' and other City landscape projects; develops, evaluates and administers annual unit budget; administers and leads in development of the City Nature program budget; provides horticultural leadership, expertise, coordination, assistance, and advice to Parks, City staff and the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Horticultural Services Supervisor is responsible for supervising staff engaged in horticultural landscape construction, restoration, and maintenance activities on assigned City properties, and plant procurement and production activities in nursery/greenhouse environments. Responsibilities require a significant level of accountability, independent decision-making and technical knowledge and expertise.

The Horticultural Supervisor is distinguished from City Nature Zone Manager in that the latter has full management and administrative responsibilities for the Parks Bureau's natural area and trails, horticultural services, community gardens and urban forestry programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, supervises and evaluates the work of assigned staff; with staff, develops, implements, and monitors work plans to achieve the unit's mission, goals and performance measures; participates in developing and monitoring performance against the biennial unit budget; supervises, participates in developing, recommends and implements plans, policies, systems and procedures applicable to unit responsibilities.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; recommends disciplinary action, up to and including termination, to address performance

deficiencies, in accordance with the City Charter, Code, human resources policies and labor contract agreements, subject to director and City management concurrence.

3. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
4. Plans, organizes, schedules, and monitors assigned landscape construction and maintenance projects.
5. Develops, evaluates and administers the Horticultural Services program budget; drafts and assists with the City Nature program budget, including tracking revenue and expenditures and making corrections and tracking budget performance during the fiscal year. Negotiates, creates, and tracks the budget for inter-agency agreements and oversees compliance with these contracts.
6. Plans, organizes, supervises and coordinates the growth, production, procurement, distribution, and planting of native and ornamental plants; supervises, monitors, and assesses activities of greenhouse and nursery facility; supervises and monitors facilities, growing spaces and grounds to ensure they are maintained in a safe, secure, functional and attractive manner; assesses requirements for, forecasts, and determines plants and trees to be grown or procured; identifies equipment and facility needs; arranges for maintenance of equipment, facilities and systems and oversees management of plant production inventory database and invasive species and integrated pest management programs, and development and maintenance of plant and tree production lists.
7. Provides leadership and expertise in the development and maintenance of Bureau horticultural standards, and coordinates the implementation and application of these standards across Bureau work groups; provides horticultural expertise and advice to other City entities and the public.
8. Interacts with public agencies, non-profit and community organizations and individuals regarding assigned responsibilities and sites; provides expertise, information and assistance; receive, respond to and/or resolves questions, inquiries and complaints from citizens, organizations and agencies; makes presentations in matters related to areas of responsibility.

OTHER DUTIES

1. Plans, organizes and supervises preventive maintenance, repairs, servicing and inspection of equipment; determines appropriate resolution for problems.

2. Participates in bureau long-term planning processes.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Horticultural/botanical science principles, practices, terminology and methods.
2. Plant procurement and production techniques, methods.
3. Invasive species management.
4. City ordinances, codes, procedures and practices regarding administration, operation and maintenance of parks, assigned locations, and plant production facilities.
5. Landscape design, construction and maintenance practices, techniques, terminology, standards and methods.
6. Uses of maintenance, safety and other equipment and supplies used to conduct unit activities.
7. Applicable federal and state laws, rules, regulations, including OSHA rules and regulations.
8. Computer applications pertaining to the work including reporting, budgeting, records management, public outreach and communication.
9. Principles and practices of sound business communications.
10. City practices and procedures for budget development, budgeting, purchasing and maintenance of public records.
11. Principles and practices of effective supervision
12. City human resources policies and labor contract provisions.

Ability to:

1. Plan, organize, supervise and review the work of staff engaged in performing landscape construction, landscape maintenance, invasive species management, plant procurement, and plant production activities while meeting City and bureau business and operating objectives.

2. Develop and implement work standards.
3. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
4. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
5. Communicate effectively both orally and in writing.
6. Develop and monitor program budgets using City and bureau processes and software.
7. Understand and interpret applicable laws, codes and ordinances.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Operate a computer and standard business software.
10. Read and interpret landscape plans, specifications, and other technical information.
11. Use tact and diplomacy in dealing with sensitive situations and concerned people and customers.
12. Establish and maintain effective working relationships with all those encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in horticulture or a closely related field; and at least five years of progressively responsible experience in the areas of landscape construction and maintenance, plant procurement and production, invasive species management, and budget development and administration, including at least one of which in a lead or supervisor capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

Public Pesticide Applicator license (within 6 months of hire).

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 1/11/10

Revised 4/22/14 language updated, budget responsibilities clarified.