



## CITY OF BENTON

### Horticulturist

#### Job Description

**Job Title:** Horticulturist  
**Classification:** Non-Exempt  
**EEO Category:** Full-time

**Department:** Parks & Recreation  
**Reports to:** Grounds Superintendent  
**Pay Grade:** \$39,937.05 - \$59,385.58  
\$19.20 - \$28.55 per hour

### SUMMARY

The **Parks & Recreation Horticulturist** maintains new and existing horticultural and landscaping projects at all Parks and Recreation facilities. Position is deemed essential personnel and safety sensitive.

### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Performs routine horticulture, landscaping and maintenance activities at Parks and Recreation facilities.
- Develops methods and procedures for installing and maintaining horticultural and landscaping projects.
- Plans, designs, evaluates, and directs horticultural and landscaping activities, including the selection of plants, seeds, chemicals, horticultural displays, materials, and equipment.
- Consults with Parks Design personnel regarding field changes and the implementation of landscape designs.
- Purchases plants, fertilizers, chemicals, and other supplies for specific projects.
- Confers with Grounds Superintendent to ensure the completion of horticulture projects within established time frames and specifications.
- Provides technical information and answers questions regarding horticultural and landscaping maintenance and installation.
- Reviews invoices for items purchased and services provided then forwards to the supervisor for approval.
- Coordinates with Master Gardeners and other volunteer groups for the beautification of Parks Grounds.
- Assist and coordinates with Spray technician to program irrigation systems for best turf and landscape practices.
- Oversee, schedule and repair of all Parks irrigation systems.
- Operates a City vehicle.

- Available to work nights, weekends, Overtime, Holidays and City events as needed or scheduled.
- Other duties as assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

### **ENVIRONMENT & PHYSICAL ACTIVITY**

The noise level in the work environment is usually moderate to loud. The employee frequently works outside in adverse weather conditions. The employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration, and exposure to fumes, dust, toxic or caustic chemicals. The position requires regularly driving a motorized vehicle.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision; and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MENTAL DEMANDS**

The incumbent must perform detailed work. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

### **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of chemicals, as well as operating a motor vehicle on a routine basis. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

## **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training in Parks & Recreation typically resulting from a combination of education or years of experience in Parks or Recreation or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

### **Basic Qualifications:**

- High school diploma, or equivalent, required.
- Valid Arkansas Driver's License, required.
- Bachelors' Degree in Agriculture with emphasis on horticulture, preferred.
- Three (3) to five (5) years of horticulture and landscaping experience, preferred.
- Arkansas State Plant Board Commercial Applicator License Category 4, Ornamental Tree and Pest Control preferred.
- Master Gardner Certification preferred.
- Certified Landscape Technician preferred or must be able to obtain certification within six (6) months of employment.
- Certified Landscape Irrigation Technician preferred or must be able to obtain certification within six (6) months of employment.
- American Red Cross Certification or must be able to obtain certification within six (6) months of employment.
- Previous groundskeeping experience, preferred.

### **Knowledge**

- Knowledge of urban forestry practices and techniques.
- Knowledge of health & safety practices and regulations;

### **Skills**

- Energetic personality with strong interpersonal communication skills.
- High attention to detail and accuracy.
- Skill in technical/regulatory/safety issues related to department functions.
- Skill in operation of City vehicle to perform essential functions.
- Strong sense of ownership and initiative, collaborative and flexible attitude.

### **Abilities**

- Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.

## **ACKNOWLEDGEMENT**

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_