



JOB DESCRIPTION

LAST UPDATED 10/11/2023

Job Title	Horticulture Specialist
Reports To	Parks Maintenance Working Foreman
Classification	Non-Exempt, Union, Full-Time
Salary	Grade B
Direct Reports	None

Job Summary

Perform tree care and vegetation management on City owned property, including City streets, stormwater, and wastewater facilities. Coordinate design, purchase, installation, and maintenance of flower beds/landscaped areas in the city. Manages city landscaping contracts. Work of a routine nature in performing parks and park facility maintenance activities. All other work as assigned.

Essential Functions

Majority of duties, but not meant to be all-inclusive nor prevent other duties from being assigned as necessary.

1. Operate specialized equipment including but not limited to chainsaws, brush chippers, tractor, lawn mowers, brush, and string trimmers.
2. Operates lawn mowers, riding mowers tractors and trackless/holder sidewalk plow equipment and other park maintenance equipment.
3. Perform tree planting, pruning, and maintenance in compliance with ANSI standards.
4. Knowledge of plant identification and ability to distinguish between desirable and undesirable plants. Ability to remove invasive species and weeds.
5. Assists in construction and maintenance of new landscaping beds in addition to maintenance of existing facilities.
6. Conducts general maintenance and repairs at all parks and park facilities. Works collaboratively with recreation program and other public works personnel as necessary.
7. Performs janitorial duties within city recreation and parks buildings and facilities.
8. Clears debris and rakes fields or other park areas as necessary.
9. Performs general landscaping duties and maintains condition of ball fields, tennis and basketball courts; installs and removes baskets.

10. Conducts general maintenance and works in conjunction with Public Works employees as required or necessary.
11. Performs duties in accordance with established procedures and techniques, requiring independent judgment in operating equipment.
12. Ensures time and work is accounted for on written work orders as appropriate.
13. Participates in Public Works related emergency repair or maintenance situations as required, including snow plowing and snow removal activities.
14. Makes frequent contact with other city department personnel related to Public Works activities and with the public.
15. Supports the coordination of activities between all the staff and other departments within the City and performs other necessary tasks or functions as necessary to accomplish City and Department goals and objectives.

Minimum Qualifications

1. Associates degree in Arboriculture, Horticulture, Forestry or associated field, additional experience may be substituted for a degree on a two-for-one year basis.
2. Ability to obtain and maintain a valid Class B Commercial Driver's License with air brake and tanker endorsement within six months of hire.
3. Ability to obtain and maintain International Society of Arboriculture Arborists Certification within one year of hire date.
4. Ability to obtain Vermont pesticide applicator certificate 3A category.

Knowledge & Experience

1. Knowledge of flowerbed and landscape planting and maintenance.
2. Experience in landscaping and landscaping construction.
3. Demonstrated ability to operate power tools and equipment.
4. Demonstrated ability to follow standard safety practices.
5. Demonstrated ability to communicate both verbally and in writing.
6. Demonstrated ability to establish and maintain effective working relationships and carry out oral instructions.
7. Working knowledge of landscaping materials and methods and athletic field layout and maintenance.

Working Conditions

Typical working conditions associated with this type of work and environmental hazards, if any, that may be encountered in performing the duties of this position.

Internal: Internal work may include occasional work performed in a climate-controlled office environment, where exposure to conditions of extreme heat/cold, poor ventilation, fumes and gases is very limited. The noise level is moderate and includes sounds of normal office equipment (computers, telephones, etc.). No known environmental hazards are encountered in normal performance of internal job duties.

External: External work requires constant exposure to varying weather conditions while performing work at parks, highways, or other city locations. Such external work requires exposure to maintenance and construction vehicles and operations which may lead to injuries typical of such work.

Physical Demands

Work includes frequent moderate and occasionally strenuous physical effort required in performing work under field conditions while operating equipment and with exposure to inclement weather and a variety of hazardous conditions associated with outside and indoor maintenance activities. Physical demands may include reaching, pushing, pulling, carrying and operating objects or tools and power equipment for repair and maintenance projects including, but not limited to landscaping tools, chainsaw, drills, etc.