

## HORTICULTURAL ASSISTANT

**GENERAL STATEMENT OF DUTIES:** Assists the horticulturist by performing a variety of horticultural and maintenance tasks; assists in arboretum development; and educational programs. Receives direct supervision from the horticulturist, but is also expected to work under own initiative; will be required to provide direction to subordinate employees, interns and volunteers; performs related duties as required.

### **STATEMENT OF TASKS:**

Assists in development and maintenance of display gardens and the arboretum nursery.

Assists in the coordination of the arboretum volunteer program and internship program.

Assists in the visitor center operation, clerical and housekeeping tasks.

Assists in identification, labeling, inventory and collection of plant material.

Assists in the development of a plant database and horticultural maintenance recordkeeping.

Assists in soil sampling, surveying and mapping of the arboretum.

Assists in the development of educational programs, exhibits and the arboretum newsletter.

Assists in all landscape maintenance, including planting, pruning, fertilizing, pest management, mulching,

watering, weeding, grounds cleanup and general lawn maintenance.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee

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### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Ability to accept and follow oral and written instructions given by superior in charge.

Knowledge of and ability to learn arboretum horticultural maintenance practices.

Knowledge of and ability to learn the identification of plants.

Ability to maintain good interpersonal relationships.

Ability to correctly use and care for all tools and equipment.

Ability to type and learn to operate a Windows-based computer.

Ability to perform both detail work and physical landscape work.

Ability to learn to speak in front of groups.

Ability to assist in the development of arboretum publications.

**MINIMUM QUALIFICATIONS:**

Ability to read and write and be physically able to perform the work. One (1) year college education in landscape horticulture, floriculture, botany, landscape architecture or forestry and one (1) year related field experience.

**SPECIAL REQUIREMENTS:**

Possession of a valid driver's license.

Must be willing to work weekends, holidays and irregular hours when requested.

Will be required to wear a prescribed work uniform.

Must wear protective wear and safety gear when required.

Must be courteous in dealing with the general public and fellow staff members.

Possession of a Certified Commercial Pesticide Applicator's License in ornamental and turf categories or the ability to become certified within 30 days of initial employment.

**UNIFORM REQUIREMENTS AND REIMBURSEMENTS:**

Applicant will be required to purchase uniform prior to starting work. Applicant will be reimbursed \$100 after the first (40) forty hours of employment (for first year employees) and \$50 (for second and succeeding year employees). The \$100 for first year employees and the \$50 for second and succeeding year employees includes the purchase of safety shoes.



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Human Resources Director