



HORTICULTURIST II
FLSA: Exempt
Grade 26 \$48,538.32 - \$77,661.31

GENERAL DEFINITION

Provides professional guidance and advisement concerning horticulture, arboriculture, flora, fauna, and landscape management for the City. Employees in this classification are responsible for evaluating the current landscape infrastructure on City grounds and property and providing recommendations regarding modifications/improvements. Position also acts as a consultant to the general public regarding planting, caring, and maintenance of flora and fauna. Position is distinguished from Horticulturalist I as having significant responsibility for identifying and pursuing grants funding opportunities to support the City's horticultural and landscape management initiatives.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Seeks out and identifies grant funding opportunities to support the City's horticultural and landscape management initiatives; evaluates the applicability of grants and prepares applications.
- Evaluates and refines new and in-process projects for the purpose of maximizing the total grant score, and thereby maximizing the grant monies available for award to the City.
- Prepares agenda items as necessary to gain Commission approval; presents to both the Commission and the granting agencies; processes all grants documentation and participates in meetings for effective coordination.
- Administers awarded grants in compliance with conditions, specifications, and timelines, to include coordinating and consulting with City staff, landscape design professionals, granting agencies and the public.
- Provides training and guidance to grounds maintenance staff in the proper care and maintenance of particular flora and fauna as selected by the City.

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- Provides training and guidance to grounds and landscape maintenance crews in techniques and methods for the pruning, care, and management of flora and fauna.
- Provides for the evaluation and analysis of current landscape architecture on public property and develops recommendations for modifications to improve the aesthetics of properties and best practices for economic efficiencies.
- Researches and identifies horticultural and arboriculture improvements for the community; recommends strategies for addressing landscape concerns accordingly.
- Participates in developing short and long-term goals and objectives for the department in concert with the City's mission, vision, and strategic initiatives.
- Recommends policies and procedures for the efficient management of the City's landscape and natural habitats management.
- Develops recommendations for routine and preventive maintenance of associated disease, growth management, and grounds maintenance and design challenges.
- Evaluates the physical integrity of public properties; provides recommendations for new landscape design, replacements, alteration, or additions according to trends and developments in the field.
- Performs public relations activities in representing the department and presenting information to citizens, businesses, advisory boards, and related entities.
- Receives and responds to citizen inquiries and requests; develops and recommends new/modified plans reflecting the future interests and desires of the community.
- Evaluates the efficiency and effectiveness of functions under charge through community feedback, budget performance, resource allocation, and statistical measures.
- Maintains current knowledge of trends and developments in the horticulture industry for application to functional assignment area(s).
- Establishes and maintains effective working relationships with City employees, the general public, industry professionals, other government agencies, and coworkers.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the body of available and current information resources applicable to the field for grants research purposes and for special projects as may be assigned.

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- Substantial knowledge of principles and practices of grants administration, including budget development and administration in accordance with specifications and conditions.
- Substantial knowledge of pertinent federal, state and local rules, regulations, ordinances, and other regulatory standards applicable to the work.
- Substantial knowledge of principles, practices and industry standards as related to the selection, maintenance, and care of flora, fauna, and trees for the region of southeast Florida.
- Substantial knowledge of the potential effects of pests, disease and other damaging threats to southeast Florida flora, fauna and trees.
- Substantial knowledge or arboriculture techniques as applied to existing trees on City public grounds.
- Ability to identify strengths and deficiencies in established policies and procedures for ground maintenance.
- Ability to research alternative solutions to City horticultural concerns and develop recommendations for improving landscape management and maintenance programs.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally and effectively verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Horticulture, Botany, Environmental Science, or related field; with 7 years experience in evaluation and training in maintenance, selection, and management of flora and fauna systems 2 years shall be specific to the Southeast Florida geographic region, including applying for and administering grant awards; with demonstrated knowledge of the local flora and fauna and methods for efficient landscape maintenance and management. Certified Arborist, Certified Horticulture Professional, Certified Landscape Inspector, Certified Landscape Designer, Registered Chemical Spray License. Requires valid State of Florida Driver's License.

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PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

- The ability to stand, sits, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Must be able to remain outdoors for extended periods of time in high heat and humidity conditions.
- Traverse rough terrain; walk up or down stairwells, ladders or steps.
- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and depth perception.
- Oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or other employees. Requirements are representative of the minimum level of knowledge, skills, and ability.

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I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date