

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF084 Greenhouse Worker
POSITION #/TITLE: 0964 Greenhouse Worker	Adopted: 10-95
	Revised: 01-08

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Parks	Manager Level: Non-Manager
Salary Plan/Description: AFS/AFSCME	Salary Grade: 22
Reports To Position #/Job Code #/JC Title: 0363/NB118/Parks Maintenance Supervisor	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	City Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Very Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Knowledge test
Personal Protective Equipment: Eye, Face, Hand, Head, Foot, Respirator	

General Statement of Duties

Provides labor, technical horticulture services and work leadership to a program of park development and maintenance as part of a continuing program of urban development, recreation and environmental beautification.

Distinguishing Features of the Class

Works under general supervision and ability to exercise supervision of seasonal laborers.

Examples of Essential Work (Illustrative Only)

Performs all phases of plant propagation in greenhouse and public area settings, including plant material identification, inventory and computerized record maintenance;

Performs all phases of plant maintenance including planting, watering, mulching, trimming, weeding in greenhouse and public areas;

Mixes and applies herbicides, insecticides, fungicides and fertilizers;

Participates in horticultural design of City-wide park areas; prepares displays and visual aids in greenhouse areas;

Constructs planters, walkways and other landscape treatments;

Scheduling of activities and supervises the work of seasonal personnel, works with seasonal and other full-time City employees;

Cleans, repairs and maintains horticultural equipment, hand and power tools, gasoline and diesel powered horticultural equipment;

Conducts tours of greenhouse and flower bed areas, provides information to public visitors throughout City;

Drives truck or van with or without trailer to haul plantings and equipment;

Builds benches, shelving and miscellaneous greenhouse specialty structures;

Performs routine maintenance of greenhouse HVAC system, including boiler, emergency generator, irrigation and cooling systems;

Performs boiler blow down and regular boiler checks;

Keeps records of boiler chemicals added, maintenance frequency and advises supervisor of pending contract maintenance and repair needs;
Performs maintenance and repair functions on greenhouse facility including tuckpointing, glazing, electrical service and plumbing;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of plant propagation, care and maintenance, including knowledge of scientific nomenclature of plant materials;
Knowledge of horticultural chemicals and fertilizers;
Knowledge of horticultural design;
Skill in propagation and care of plants;
Ability to operate the following equipment and tools: hand gardening tools, pickup truck with trailer, broom, sprayer, tractor, power saw, pressure washer, hand sprayer, rototiller, power and outfront mowers and computer equipment;
Ability to work under immediate-to-general supervision under generally well-prescribed work schedule and assignment;
Ability to work above ground to perform glazing and other maintenance of greenhouse;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from High School or GED with an Associate's Degree in horticulture or a closely related field preferred; and
Requires a minimum of three years in horticulture or related field with formal training in horticulture covering fundamentals of plant propagation and care; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Pesticide applicator license for turf and ornamental category within 45 days of appointment;
Valid Iowa Drivers License upon appointment.
Ability to obtain boiler certificate within one year of employment.

Essential Physical Abilities

Requires the following, with or without reasonable accommodation:
Clarity of speech and hearing which permits the employee to communicate effectively;
Sufficient vision which permits the employee to operate equipment and tools;
Sufficient manual dexterity which permits the employee to operate equipment.
Sufficient balance, dexterity to bend and stoop.