

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: AF142 Lead Greenhouse Worker
POSITION #/TITLE: 2428 Lead Greenhouse Worker	Adopted: 05-07
	Revised: 04-15

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Parks	Manager Level: Lead Worker
Salary Plan/Description: AFS/AFSCME	Salary Grade: 27
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, Foot, Hearing, Respirator	

General Statement of Duties

Provides lead horticulture services to city-wide program for the City; performs related work as required.

Distinguishing Features of the Class

Works under general supervision with some discretion in selection of work method and schedule. Serves as lead worker to Greenhouse Worker, as well as seasonal employees. Considerable leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

Plans, designs and implements flower bed and planting plans and schedules under the direction of the Parks Maintenance Supervisor;

Observes symptoms of plant diseases, makes diagnoses and prescribes treatments;

Supervises and participates in activities designed to promote healthy growth and development of flowers and shrubs through fertilization, insect and disease control;

Propagates plants for interior and outdoor display;

Responds to questions from the public concerning horticultural questions;

Supervises additions, improvements, repairs and maintenance of the physical plant, heating, ventilation and air conditioning systems, maintenance areas and the greenhouse;

Performs public relation activities to provide information, promote community awareness and promote horticultural programs and activities;

Maintains USDA (United States Department of Agriculture) licensing for the facility including necessary applications and reports, arranges for licensing fees to be paid, meets with inspector on site, remedies deficiencies if any detected by inspector and keeps supervisor informed of on-site visits and concerns that could affect the licensing of the facility;

Develops activities and classes for the public and in-house training;

Interviews applicants and manages the hiring process for greenhouse operation;

Performs flower bed design;

Schedules, trains, evaluates and disciplines employees and assists staff during peak periods;

Serves on call at all times to respond to emergencies and/or contingencies;
Performs routine maintenance of greenhouse equipment, including boiler system;
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

Comprehensive knowledge of horticultural principles and practices;
Thorough knowledge of flowers, grass planting, cultivation, pruning and other aspects of plant propagation and care, including the use of common insecticides, fungicides and fertilizers;
Good knowledge of plant biology and the common and botanical names of flowers and grasses found in Iowa;
Thorough knowledge of insects, parasites and diseases affecting shrubs, flowers and grass and of the chemical and biological methodologies for controlling such attacks;
Thorough knowledge of landscape flower bed planning, design and implementation;
Thorough knowledge of greenhouse care, operations and growing techniques;
Ability to operate the following equipment and tools: hand gardening tools, pick up truck with trailer, broom, sprayer, tractor, power saw, pressure washer, hand sprayer, rototiller, power and outfront mowers and computer equipment;
Ability to provide routine maintenance of greenhouse boiler equipment;
Ability to communicate effectively and maintain working relationships with other department employees, other City employees, contractors, landscape architects, park users and the general public;
Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations on horticultural issues;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
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 an accredited college or university with an Associate's Degree in Horticulture, Parks & Natural Resources or related discipline; and
Considerable experience as a horticulturist or arborist; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Pesticide Applicator's License;
Valid Iowa State Driver's License;
Ability to obtain boiler certification within one year of employment.

Essential Physical Abilities

Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate effectively;

Sufficient vision, with or without reasonable accommodation, which permits the employee to operate motorized equipment, identify flower and related problems and plant diseases and infestations and to observe the effects of treatments;

Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to use spraying equipment, , hand and power tools, and performs flower bed preparation and planting;

Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to enter and exit vehicles, work in high spaces and operate a variety of tools used in landscaping activities.