

**CITY OF WALHALLA POSITION DESCRIPTION**  
**HORTICULTURIST – STREETS & FACILITIES**  
*(SALARY RANGE \$37,440 - \$58,240, \$18-28/hour)*

**GENERAL PURPOSE**

Maintains new and existing horticultural and landscaping projects at all City facilities and grounds.

**SUPERVISION RECEIVED**

Works under the general supervision of the Streets and Facilities Director.

**SUPERVISION EXERCISED**

None

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs routine horticulture, landscaping and maintenance activities at City facilities and grounds, including downtown Main Street and parks.

Develops methods and procedures for installing and maintaining horticultural and landscaping projects.

Plans, designs, evaluates, and directs horticultural and landscaping activities, including the selection of plants, seeds, chemicals, horticultural displays, materials, and equipment.

Consults with Streets & Facilities Director and Administrator regarding field changes and the implementation of landscape designs.

Purchases plants, fertilizers, chemicals, and other supplies for specific projects, within approved budgetary constraints.

Coordinates volunteers for community projects related to beautification.

Provides technical information and answers questions regarding horticultural and landscaping maintenance and installation.

Reviews invoices for items purchased and services provided then forwards to the Director for approval.

Coordinates with the City Tree and Beautification Committee, Master Gardeners and other volunteer groups for the beautification of City parks and grounds.

Coordinates and programs irrigation systems for best turf and landscape practices.

Oversees, schedules and repairs of all City irrigation systems.

Operates a City vehicle and equipment.

Available to work nights, weekends, overtime and City events as needed or scheduled.

*This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.*

## **PERIPHERAL DUTIES**

May be called upon to assist department staff with maintenance tasks, including building maintenance, ground maintenance and event coordination.

Grant and project management.

## **DESIRED MINIMUM QUALIFICATIONS**

### **Education and Experience:**

High School Diploma or GED

Three (3) to five (5) years of horticulture and landscaping experience

SC Commercial Applicator License

### **Preferred Education, Experience and Credentials:**

Master Gardner Certification

SC Commercial Applicator License

Bachelors Degree in Agriculture with an emphasis on horticulture or similar

Certified Landscape Irrigation Technician

### **Necessary Knowledge, Skills and Abilities:**

Knowledge of best management landscaping practices and techniques.

Knowledge of health & safety practices and regulations.

Strong interpersonal communication skills.

High attention to detail and accuracy.

Skill in technical/regulatory/safety issues related to department functions.

Skill in operation of City vehicle to perform essential functions.

Strong sense of ownership and initiative, collaborative and flexible attitude.

Ability to communicate in a positive, friendly manner to employees, supervisor, coworkers, clients, etc. at all times.

Work is performed onsite; must be present at work to perform the essential functions of this job.

### **SPECIAL REQUIREMENTS**

Possession of a valid South Carolina Driver's License.

### **TOOLS AND EQUIPMENT USED**

Requires frequent use of personal computer, calculator, telephone and copy machine.

### **PHYSICAL DEMANDS**

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is continuously required to talk or hear. The employee is frequently required to stand and walk; use hands and arms; and frequently required to stand, climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to fifty (50) pounds of force on a periodic basis. Specific vision abilities required by this job include color vision, close vision, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The noise level in the work environment is usually moderate to loud.

The employee frequently works outside in adverse weather conditions.

The employee is occasionally exposed to work near moving mechanical parts, work in high, precarious places, outdoor weather conditions, wet or humid conditions, extreme cold, extreme heat, vibration, and exposure to fumes, dust, toxic or caustic chemicals.

## **ESSENTIAL SAFETY FUNCTIONS**

This position may require the regular handling of chemicals, as well as operating a motor vehicle on a routine basis and requires professional performance and alertness.

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injuries or illnesses.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**The City of Walhalla is an equal opportunity employer.**