

HORTICULTURIST

NATURE OF WORK

This is professional and supervisory work in implementing, planning, organizing, coordinating and maintaining the University Grounds Management Plan.

The employee of this class is responsible for implementing and supervising the University landscaping and grounds management plan, under the direction of the Manager, Building Services and Grounds. Duties include developing planting design plans; modifying existing landscaping plans; maintaining existing landscaping and plantings; treating landscaping and plantings for disease and insect control; implementing, monitoring and updating the landscape database. Duties also include arboriculture planning; liaising with external professionals regarding new and existing landscaping, building sites, roadway systems and other capital projects; and coordinating the work of staff performing grounds maintenance and other related activities through the respective supervisor. Work is performed with considerable independence and initiative under the direction of an administrative superior and is reviewed through discussion and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Ensures the campus landscape is maintained to high quality standards; identifies priorities for capital works; develops and implements a process for addressing deferred maintenance issues; researches and recommends rehabilitation schedule; and updates the Universities Best Practices Manual.

Plans, co-ordinates and supervises the work of assigned full-time and temporary staff performing landscaping, grounds maintenance and disease control activities; assigns work projects; sets priorities; illustrates best practices work methods; ensures quality control through regular inspections of work in progress and completed work; participates in the interview of and selection of grounds personnel; recommends confirmation, as necessary; advises immediate supervisor of problems relating to work performance, absentee or related area.

Assists in the preparation of budget estimates; prepares estimates of cost for landscaping and grounds program; drafts tenders for grounds contracts, materials and supplies; prepares impact statements related to particular maintenance or capital development activities; prepares regular work reports of unit activities; determines approximate annual supply needs; contacts suppliers and requests quotes; recommends supplier and material purchases to immediate supervisor for approval; and supervises the appropriate storage of materials and chemicals.

Implements design plans for landscaping of University grounds, atriums and interior plantings, in accordance with the Grounds Management Plan; prepares detailed sketches illustrating proposed plans and supervises the implementation of design plans related to the

replanting or reorganization of existing lawn plants, shrubbery, shade and ornamental trees, flower beds and planters.

Supervises the maintenance of grounds involving lawn mowing and seeding, soil preparation, seedling transplanting and tree pruning; co-ordinates the establishment of greenhouse plant material, the propagation of indoor and outdoor plants from seed and the maintenance of stock of indoor plant material for use in planters; ensures that environmental conditions are regulated to ensure plant growth.

Inspects lawns, trees and plants for diseases and insects; determines cause of any damage and supervises the application of appropriate treatment; supervises the spraying and dusting for weeds, disease or insects, as required; ensures that proper protective clothing is worn during such activity.

Establishes and supervises a roadway, walkway and parking lot maintenance program; reviews condition of roadways and parking lots and recommends necessary repairs; conducts studies of student traffic to determine suitable walkways; supervises the collection of sand and gravel from roadways and parking lots.

Establishes and maintains liaison with external and internal professionals regarding landscape design; reviews and provides advice on landscape designs submitted for new construction.

Ensures that assigned vehicles, equipment and tools are maintained in proper working condition; supervises staff performing maintenance on mowers, sprayers, shears, tractors, trucks and other equipment.

Establishes and maintains computerized records on a variety of related activities including landscape maintenance, plants within the campus, the treatment provided to plants and the scheduling of fertilizers.

Coordinates and conducts in-house training seminars on horticulture and landscape maintenance, as required.

Performs related work as required.

REQUIREMENTS OF WORK

Considerable experience in landscaping and grounds maintenance, including supervisory experience; graduation with a degree from a four-year college or university with major course work in horticulture science or related area; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of the methods, materials and equipment used in landscaping and grounds maintenance.

Considerable knowledge of the theory, principles and practices of landscape design.

Considerable knowledge of cultivation, pruning, disease control and other aspects of plant propagation and care.

Considerable knowledge of the hazards and safety precautions involved in landscaping and grounds maintenance work.

Considerable knowledge of campus layout.

Knowledge of arboriculture, landscape design

Knowledge of budget preparation, human resources, project management, purchasing procedures and computerized record keeping.

Knowledge of the organization and operation of the University.

Ability to plan and co-ordinate landscaping and grounds maintenance activities.

Ability to supervise subordinates engaging in the maintenance of landscaping and grounds.

Ability to establish and maintain appropriate records and to prepare operational and statistical reports.

Ability to inspect services provided by contractors to ensure that performance is of an acceptable standard.

Ability to plan, prioritize and implement landscape projects in accordance with general policies and requirements.

Ability to assist in preparing budget estimates for landscaping and grounds maintenance activities.

Ability to use independent judgement in making decisions.

Ability to establish and maintain effective working relationships with supplier and contractor representatives, faculty, staff, the general public and subordinates.

Ability to coordinate and conduct in-house training seminars on horticulture/landscape maintenance.

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