

TECHNICAL CO-ORDINATOR - BOTANICAL GARDEN**NATURE OF WORK**

This is professional, technical and supervisory work in the planning, development and maintenance of the natural habitat within the University Botanical Garden.

The employee of this class is responsible for the planning, development and maintenance of various habitats and states of succession, trails, environmental education areas and related structures and equipment. Work also involves the physical development of the Botanical Gardens and assisting in the management and operation of such facilities. Supervision is exercised over professional subordinates and part-time and seasonal staff. Work is performed with considerable independence under the direction of the Curator and reviewed through observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans the development of habitats, including various states of succession, trails and education areas in consultation with immediate supervisor; ensures that plans adhere to sound ecological principles; reviews proposals to consider the disturbance to the habitat involved, the aesthetic quality and educational value; discusses plan with immediate supervisor for final approval.

Develops various habitats within natural areas of the Garden; performs selective cuttings; prepares and fertilizes selected areas; plants various species, as specified; restructures land by utilizing heavy equipment.

Maintains habitats in proper order; replaces and removes materials as necessary; ensures that boardwalks, fences, roads and trails are in good condition by performing repairs; constructs various structures required such as cold house and display frames.

Supervises assigned subordinate staff involved in technical and non-technical work; plans work routines and schedules; provides training and sets priorities; reviews work upon completion; assists in the interview of applicants, as required.

Establishes and maintains contact with local suppliers; assists immediate supervisor in the review of financial records and in the preparation of purchase documents; forwards purchase orders to immediate supervisor for approval.

Establishes and updates records of plant acquisitions for the natural area of the Garden.

Assist in the gathering and recording of natural history observations.

Assists with various research programs providing technical and non-technical support; participates in the butterfly management and research project of the Garden.

Perform related work as required.

REQUIREMENTS OF WORK

Considerable experience in the composition and management of natural habitats and related flora and fauna; graduation with a degree from a four-year college or university with major course work in botany, ecology or zoology; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of principles, methods and techniques in operating botanical garden programs and in promoting public awareness of the value of conservation of renewable resources.

Considerable knowledge of the botanical, zoological and geological characteristics peculiar to the Province and the Garden.

Considerable knowledge of the conservation organization, programs and policies.

Knowledge of natural history values.

Ability to design and construct various apparatus.

Ability to effectively communicate with individuals and groups both orally and in writing.

Ability to direct the work of professional and part-time and seasonal staff.

Ability to participate in the evaluation and analysis of existing techniques and procedures and to assist in devising new techniques and procedures.

Ability to establish and maintain good working relationships with supplier representatives and the general public.

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