

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Chief Horticulturist

CLASS CODE: 3638

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification oversee the work of Supervising Gardeners and manage all cultural requirements for growing potted flowers, annual flowers and tropical plants to be used for public display and use.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Parks Maintenance Series - Horticulture Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex to complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include responsibility for professional expertise and specialized training in horticulture and landscaping related to greenhouse management, and plant propagation and cultivation. Employees in this class oversee City Park horticultural and gardening operations.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This class contains positions whose incumbents are delegated on a regular and recurring basis full authority to integrate and coordinate a group of dissimilar functions, all contributing to a common objective. Positions in these classes are held accountable for the work performance of subordinate supervisors, lead workers and other staff. This level of work interprets and explains individual and collective objectives set by senior management from overall goals to subordinate staff.

Plans, organizes, coordinates and controls the work unit's operations/programs to establish operational priorities, coordinate these operations with other functions within the agency, and ensure program objectives and standards are established, attained and congruent with overall goals.

Determines and requests/submits staff, material and equipment needs for managed operations/programs managed.

Contributes to the formulation and justification of budgetary requests for the agency as a whole.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans pertinent to managed operations/programs to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness of managed operations/programs.

Plans and directs the propagation and cultivation of plants, trees, flowers, and shrubs.

Supervises the maintenance of heat, humidity, and ventilation levels for greenhouses; directs fertilization and spraying of plants and trees.

Schedules daily staff duties and assignments.

Designs and plans for the landscaping of grounds, flower beds, buildings, and new parks, and directs the work in designated areas.

Oversees preparation and maintenance of outdoor beds.

Requisitions equipment, tools and supplies as needed.

Participates in staff meetings, and meetings with public officials.

Maintains all required records.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and overseeing the execution of these decisions.

Human Interaction:

Requires the ability to manage and direct a large group of employees, including Gardener Supervisors. Oversees and controls employee discipline, selection and allocation, and planning of human resources.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as vans, trucks, gardening hand tools, sprayers and mixers, and materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as technical studies, budget, planning and performance reports, time sheets, needs requisitions, designs, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and subtraction; ability to calculate decimals, percents, and use basic geometry.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions such as heat, cold, wetness, humidity, or toxic/poisonous agents.

Physical Requirements:

Requires the ability to regularly perform moderately physically demanding work, typically involving some combination of pushing, pulling, lifting and carrying moderately light objects and materials, twelve to twenty pounds.

Requires the ability to stoop and kneel in order to perform planting, digging, and cleaning duties.

Sensory Requirements:

Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors, shapes, and textures associated with floral displays and arrangements.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in Horticulture with five years greenhouse operation experience which includes greenhouse management and supervisory experience, and experience in the selection

City of St. Louis
Chief Horticulturist

of plant species or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

SPECIAL REQUIREMENTS:

Possession of a valid state driver's license.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.