Horticulturist

Classification

Non-Exempt

Reports to

Facilities Manager

Date

October 8, 2019

JOB DESCRIPTION

Summary/Objective
This position is responsible for growing plants for plant sales, gardens, and research and conservation needs. The horticulturist will work with the Grounds Supervisor and Research Botanist to determine species lists for propagation. Other duties will include, planning and coordinating plant sales, arranging plant material purchases, and conducting wild collection of seed, managing a budget for purchasing horticultural supplies, and supervising Greenhouse Assistants, interns, and volunteers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage all in-house propagation and greenhouse daily duties including but not limited to, vegetative and seed propagation, plant care including fertilizing, watering, integrated pest management, climate control, recycling of growing media, managing use of greenhouse/lathe house space;
• Work directly with Grounds Supervisor to prioritize yearly plant production for gardens and or other special projects;
• Coordinate with Research Botanist on wild collection and purchasing of additional material for living collections;
• Budget monthly greenhouse supplies including growing media, fertilizers, horticultural chemicals (pesticide, bleach, soap, etc), pots, trays, plants and tools;
• Compile year-end inventory of greenhouse stock, greenhouse supplies and create a monthly projected supply list for the upcoming year;
• Document production success and failure rates and associated costs;
• Maintain accurate records on greenhouse climate and pest management;
• Coordinate and manage plant affiliated activities relating to plant sales, including purchasing and growing plants, preparing plant labels and species information for the public, tracking plant sales by species, and organizing outside vendors;
• Train and supervise Greenhouse Assistants and other greenhouse staff and volunteers;
• Respond to public inquiries, interview, hire and train assistants, interns and volunteers;
• Collect and manage weather data for NOAA;
• Outreach – Presentations to outside programs and companies dealing with horticulture as requested and depending on availability. In the off season this position is responsible for the greenhouse. Responsible for the pests, cleaning, and maintaining the sterile environment, and preparing plant collections for over-wintering;
• Adherence to The Arboretum’s Policy and Procedures Manual

Competencies

• Strong verbal and written communication skills
• Ability to prioritize time sensitive tasks
• Ability to lead greenhouse activities with groups of volunteers, interns and/or staff
• Ability to work independently, as well as part of a team
• Dependability
• Flexibility in scheduling

Supervisory Responsibility

This position supervises and trains Greenhouse Assistants, interns and volunteers.

Work Environment

This job may work indoors in a warm greenhouse or outside based upon program and volunteer needs and during various parts of the day or night. This role interacts with others on a regular basis and routinely uses office equipment of all kinds to accomplish the job.

The Arboretum is located down 3 miles of dirt road that can be wash boarded, muddy, potholed and very challenging during inclement weather and between road grading. Thus, must have reliable transportation.
As a public venue that focuses on excellent guest experiences all employees are expected to engage the public in a friendly manner, answer questions, and exhibit professionalism while representing The Arboretum.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to lift up to 50 pounds; walk, stoop, raise arms above head, dig and shovel various materials; operate motorized and hand powered equipment; and work in all types of weather.

**Position Type and Expected Hours of Work**

This is a full time 30-35 hours per week in season position and part time 15-20 hours off season. The in season for this position is March 1 through October 31; the off season is November 1 – February 28/29. Days and hours of work vary depending on the needs of the business, but primarily are Monday thru Friday. Some weekend work is required.

**Travel**

This position does not require travel.

**Required Education and Experience**

- Bachelors in Science in horticulture or three years applied experience
- Or an equivalent combination of relevant education and/or experience.

**Preferred Education and Experience**

- Knowledge of native & cultivar plants of the Colorado Plateau
- Knowledge of plant taxonomy and ecology
- One year of management experience
- Herbicide applicator’s permit

**Additional Eligibility Qualifications**

None required for this position.

**Work Authorization/Security Clearance**

Must pass a background check and hold a valid Arizona Driver’s License.
AAP/EEO Statement

The Arboretum is an equal opportunity employer committed to applying the principles of applicable state and federal anti-discrimination laws to give equal opportunity for all persons employed or seeking employment without regard to race, age, sex, national origin, religion, color, sexual preference, or disability except in the case of a bona-fide occupational qualification.

In accordance with the applicable law, The Arboretum makes reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training. The Arboretum operates within the principles of equal employment opportunity guidelines as set forth in applicable federal and state law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager______________________________________________

HR____________________________________________________

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee____________________ Date_____________