

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Supervisor-Horticulture	Department:	Parks & Recreation
Requisition Number:	2024272		
Hours:	40 hours per week, will vary	Rate of Pay:	\$32.2400 - \$37.5135 per hour
Date Posted Up:	10/22/2024	Date Posted Down:	Until Filled
Time Up:	1:00 p.m.	Time Down:	

SUMMARY

Working under the general direction of the Superintendent of Landscape & Horticulture, incumbent supervises and directs all Parks and Recreation Activities related to: All major ornamental floral displays and gardens; operation of greenhouse production ranges planning and coordination of crops and schedules for Parks and Conservatory, assists in planning of Showcase design for the Botanical Conservatory, coordinates volunteer activities and assists other Divisions in Horticulture related activities. Incumbent works horizontally, across the organization, in planning and implementing both routine and special programs and projects. This work demands a high degree of interpersonal skills. Incumbent coordinates a large number of volunteers. Incumbent efficiently runs greenhouse operations to ensure all crops are ready for Conservatory shows and parks and assists with various Conservatory and Park Programs. Incumbent develops and coordinates programs involving application of agency policy and practices that relate to other units of the organization. Incumbent encounters a wide range of contact including private citizens and representatives of governmental, business and community agencies. Purposes of contacts are explanations or interpretations to render services, carry out policies, or promote cooperation. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

PLANNING/IMPLEMENTATION

- Leads plant production for all park floral displays, School Children’s Flower & Vegetable Association, Mother’s Day Plant Sale, and Conservatory Showcase Exhibits;
- Provides design and production guidance as a collaborative member of the Botanical Conservatory Showcase Design Team;
- Assists in the design of floral exhibits in the Conservatory and Park Gardens;
- Assists in the development of educational programs for the Parks & Recreation Department including youth outreach and adult classes/workshops at various Park Department facilities;
- Coordinates plant production and deliveries with the Botanical Conservatory for retail sales and seasonal displays, including off-site sales activities (i.e. Home & Garden Show, Trade Shows, and Vending Opportunities) conducted by the Botanical Conservatory staff;
- Directs the Community Garden program scheduling property maintenance, interacting with renters, overseeing rental contracts ensuring contract compliance;

INFORMATION/COMMUNICATION

- Works laterally with the Supervisor of Landscape;
- Directs and works regularly with a group of volunteers providing training and task level guidance;

- Establishes and maintains effective working relationship with/between subordinates;
- Coordinates work of assigned units with other city agencies and volunteer groups;
- Hires and disciplines employees;
- Represents the Parks and Recreation department at public, interagency and media meetings and events.

MANAGEMENT/OPERATIONS

- Maintains, records, and prepares required production and cost reports;
- Supervises, coordinates and schedules work of Greenhouse Working Leader, Greenhouse Gardener, Greenhouse Helper, all greenhouse seasonal staff, and volunteers to include developing production schedules, pesticide programs and maintenance programs for all greenhouse crops and equipment;
- Collaborates with Supervisor of Landscape and Supervisor of Horticulture for park and Botanical Conservatory exhibit displays and plant production requirements;
- Maintains a taxonomic and cultural file of all plants in greenhouse;
- Requisitions supplies, materials and equipment necessary for all major floral gardens and greenhouse production;
- Oversees maintenance of greenhouse building and equipment;
- Reviews work order and financial data to develop unit production costs;
- Maintains attendance records and authorizes payroll for assigned personnel;
- Prepares personnel, material and equipment budgets;

MARGINAL FUNCTIONS

Performs other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

Supervises a minimum of 2 full-time employees and a minimum of 1 seasonal employee. Is responsible for the overall direction, coordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree or equivalent; or four years related experience and/or training; or equivalent combination of education and experience with an emphasis on Horticulture.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory

agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid State of Indiana Pesticide Applicators License-Category 3A Ornamental Pest Management or the acquisition of this license within 1 year of date of hire.
- Valid Indiana Driver's License.

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. 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 regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, pesticides, and outside weather conditions. The noise level in the work environment is usually moderate.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.