

**CITY OF FORT WAYNE JOB POSTING**

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

Job Vacancy:	<b>Supervisor V-Horticulture</b>	Department:	Parks & Recreation
Requisition Number:	2021208		
Hours:	8:30 a.m. – 5:30 p.m. (may vary)	Rate of Pay:	\$62,803.94 Annually
Date Posted Up:	8/5/2021	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of the Deputy Director of Community Outreach, Conservatory and Theatre Operations the primary purpose of the job is to create, maintain, protect, and make accessible to the public indoor and outdoor horticultural displays. The incumbent is expected to exercise a fair amount of good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with City and department policies and procedures as well as federal, state, and local regulations. At all times, the incumbent conducts him/herself in a professional manner with customers and co-workers.

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

**PLANNING/JUDGEMENT**

- Creates aesthetic excellence and educational opportunities through design, installation, and maintenance of the gardens including permanent plant collections, temporary garden exhibits, and streetscapes. Purchases plants and/or horticultural supplies for all Conservatory gardens, interior and exterior;
- Sets specifications for interior environmental conditions contributing to optimum plant health while maintaining customer comfort;
- Creates and ensures compliance to Conservatory policies for plant accession and de-accession; assists in plant interpretation;
- Leads the showcase design team utilizing and balancing the input from all committee members; Takes the lead role in creating show designs, may enlist the services of guest designers when it is of benefit to the Conservatory, takes primary responsibility for acquisition of showcase materials; Resulting exhibits must engage the public and be marketable;
- Presents recommendations for horticulture budget, assists in developing facility budget, assures compliance to facility budget, and individual projects/programs budget, and strives to achieve cost savings;
- Develops, compiles and analyzes reports to evaluate performance for the future; submits reports in a timely fashion;

**SUPERVISION/LEADERSHIP**

- Supervises Conservatory Gardening staff as well as contractors, in-house labor, and volunteers as needed for gardening, garden-related tasks, and operational matters;
- Serves as primary liaison with greenhouse production staff to ensure timely delivery of a quality product; purchases plant material and gardening supplies as needed;
- Develops job descriptions for volunteer assignments within the horticultural area and provides guidance and assistance to volunteer teams assigned to that area;

- Inspires high performance in all paid and volunteer staff by example, and more directly to gardening staff by providing training, coaching, constructive feedback, and when necessary, disciplinary action;
- Serves as site supervisor for the facility on a rotating basis with four other supervisors: provides direct customer service, cash handling, POS operations for front desk and gift shop, works with potential rental clients and supervises on-site staff and volunteer in the absence of their supervisor(s);

### **MANAGEMENT/OPERATIONS**

- Creates, monitors, maintains, and educates the public regarding the Conservatory's integrated pest management program;
- Assists in the development and delivery of educational and entertainment programming as needed;
- Actively participates in the recruiting, educating, evaluating, and recognizing of volunteer staff;
- Participates fully and supportively as an integral part of the Conservatory team;
- Serves as site supervisor for the facility.

### **MARGINAL FUNCTIONS**

- Maintains attendance records and approves time cards;
- Conducts tours and educational programs;
- Establishes and maintains effective working relationship with/between subordinates.

### **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**

Directly supervises two regular full-time employees and three seasonal employees in the Botanical Conservatory. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Supervises in a hands-on capacity that may involve co-working with or demonstrating to team members. 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**

Any combination of experience/education equivalent to a B.S. degree or M.S. degree in Ornamental Horticulture or Floriculture or related field and four years of progressively responsible experience in greenhouse/conservatory/public garden operations with at least one year in supervisory/management position.

### **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Working knowledge of the production and care of potted plants, bedding plants, foliage plants and others used for display in Conservatory and gardens;
- Ability to organize, plan, and coordinate the work of interrelated units of the greenhouse/conservatory volunteers;

- Working knowledge of Conservatory equipment operation, mechanical systems and maintenance;
- Must be able to conduct tours, make presentations and train others;
- Must be willing and able to work within a flexible schedule including evening and weekend assignments;
- Demonstrated ability in record keeping, schedule development, and personnel management;
- Some prior experience in working with volunteers;
  - Demonstrated ability to design floral displays and educational programs.

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Incumbent makes major contributions involving application of agency policy and practices such as developing and coordinating programs for the Botanical Conservatory, including promoting the Conservatory and its programs locally and regionally and coordinating volunteer staff. Work is reviewed for soundness of judgment and any deviations from guidelines are discussed at the discretion of the employee.

### **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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Incumbent works with generally applicable guidelines of developing and coordinating horticultural displays, however judgment is needed in extensively adapting these programs to fit unusual or complex situations. The work is broad in scope and of substantial intricacy requiring individual treatment.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Driver's License;
- Valid Indiana Pest App. Permit in Category 3A within 12 months of hire.

### **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 talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 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.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> 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.