

Classification Description



600 NE Grand Ave.
Portland, OR 97232-2736

Title: Horticulturist Lead
Department: Zoo
Job Code: 0467/4467
Pay Range: 360/470
FLSA Status: Non-Exempt

Bargaining Unit: LIUNA 483
Established:
Revised: 12/05; 11//09; 9/15; 10/24
EEO Category: Service/Maintenance

CLASSIFICATION DESCRIPTION

Coordinate, oversee, lead, and perform zoo horticulture and gardening landscaping, planting, construction, and maintenance functions. Oversee and perform specialized program activities and geographic zone area functions such as animal waste recycling and composting, herbicides/pesticide applications and organic weed and pest control management, animal browse programs, conservation and other activities. Develop landscape plans and coordinate implementation. Lead, assign, oversee and serve as a resource to crews on complex, major project or special gardening and landscaping projects. Evaluate gardening, landscaping and grounds maintenance staff and services, and develop and implement project plans and recommendations. Function as a working lead, and assist the Horticulture Supervisor with oversight and day-to-day gardening and horticulture responsibilities.

DISTINGUISHING FEATURES

The Horticulturist Lead classification is distinguished from the Horticulturist classification by the performance of lead duties with more broad, technical, and complex departmental functions, such as responsibility for problem resolution, priority setting, interpretation and application of policies and leading other staff as assigned.

DUTIES AND RESPONSIBILITIES

1. Oversees day-to-day crew and project maintenance, gardening, landscaping, and specialty zone functions, including regular quality assurance checks and adjustments of priorities and assignments.
2. Guides, consults and works with supervisors, scientists, animal keepers and/or other staff in evaluating and planning complex, large-scale, or multiple project landscape and gardening needs, construction, plant selection, landscape, and other plans to reflect animal care, horticulture, safety, and guest service requirements.
3. Guides, coordinates and oversees conservation and restoration activities for demonstration gardens or special projects and performs duties such as gathering and propagating seeds for native northwest plants, or working with other agencies on conservation projects.
4. Guides, coordinates and oversees large- and small-scale landscape construction such as excavation and site preparation, drainage systems, rock walls, retaining walls, waterfalls and garden pools, plant material installation, road beds and walkways, and fence construction.

5. Coordinates and contributes horticulture information for web page and oversees effort to assist the public and to ensure a positive and unique experience; enhance Zoo use, appreciation, events, and visitation.
6. Oversees and/or troubleshoots problems such as pathway obstructions, irrigation brakes, plant disease concerns, visitor safety, or exhibit substrate issues.
7. Participates in planning meetings with administrative and animal care staff.
8. Assigns and schedules work and oversees horticulturists, laborers, volunteers, and others in the performance of their duties.
9. Oversees safety and emergency service preparedness functions.
10. Assists, backs up, coordinates and serves as a resource to the Horticulture Supervisor.
11. Coordinates and performs gardening and horticultural activities including pruning, planting, and irrigation maintenance.
12. Coordinates ordering and purchasing of landscape materials, volunteer and community service worker programs, and staff scheduling for special events.
13. Coordinates activities between landscape architects and contractors and Metro staff.
14. Participates in hiring and evaluation process for horticultural positions.
15. Compiles data and prepares reports.

It is the responsibility of all Metro employees to:

1. Actively participates on committees and/or attends meetings as assigned.
2. Fulfills Metro's core values of public service, excellence, teamwork, respect, innovation and sustainability.
 - Builds and maintains positive relationships and contributes to a positive team atmosphere; engages others in ways that foster respect and trust.
 - Encourages and appreciates diversity in people and ideas – seeks to understand the perspectives of others.
 - Provides excellent customer service – assists the public, public officials and agency partners, and other employees in a professional and courteous manner with the goal of meeting or exceeding expectations.
 - Practices continuous improvement - researches new possibilities, contributes ideas and stays current in field of work.
 - Demonstrates sustainable practices in applicable field and generally for resource use and protection.
 - Works assigned schedule (if applicable) and exhibits regular and predictable attendance.
 - Works in a safe manner and follows safety policies, practices and procedures.
 - Complies with Metro and Metro's visitor venues policies, procedures and applicable work rules; applicable law and collective bargaining agreements as appropriate.

3. Performs assigned duties during an emergency situation.
4. Performs other duties as assigned.

JOB SPECIFICATIONS

Education/Licensing and Work Experience:

- Associate's degree with specialized training, and
- Five years' advanced professional and lead horticulture and gardening experience including progressively responsible planning and supervisory responsibilities, or
- Any combination of experience, education and training which provides the equivalent scope of knowledge, skills and abilities necessary to perform the essential job duties.

Special Requirements:

- Successfully pass the background check and screening requirements of the organization.
- Possession of, or the ability to obtain upon hire, and maintain a valid driver's license, and within six months of hire to obtain and maintain an Oregon Pesticide Applicator License, First Aid/CPR Certification, Forklift and All-Terrain Forklift Certification and such other certifications and licenses as may be required.

Knowledge, Skills and Abilities:

- Knowledge of standard and advanced practices, materials, methods, tools and equipment used in planting, transplanting, cultivating and caring for exotic and zoo plant material, tropical/indoor plantscapes, trees, plants, flowers, shrubs and lawns, including ornamental plants.
- Knowledge of pacific Northwest and zoological flora, fauna, horticulture, and gardening resources and practices and ability to serve as a resource to horticulturists, laborers and other persons.
- Knowledge of symptoms and methods of control of plant diseases and insect pests, types of fertilizers and their use in complex and large-scale projects and of landscaping and floral design and ability to serve as a resource to horticulturists, laborers and other persons.
- Skill in leadership, recognition, day-to-day oversight, communication skills and work planning to help develop a positive team environment.
- Ability to oversee and help maintain specialty plantings for geographic areas, soil properties and plant, chemical applications, plant identification both native, zoological, and ornamental, and ability to serve as a resource to horticulturists, laborers and other persons.

- Ability to oversee and safely use hand and power tools, jack hammers, mowers and equipment.
- Ability to direct and perform emergency service, first responder, and public service duties.
- Ability to assist the Horticulture Supervisor in project management and supervisory functions and to establish and maintain effective working relationships with employees, contractors, consultants, other agencies, and to meet and deal courteously with the public.
- Ability to evaluate, review, and interpret landscape and construction plans.
- Ability to follow and issue complex and emergency oral and written instructions.
- Ability to direct day-to-day functions and oversee the work of horticulturists, laborers and volunteers.
- Ability to understand and assist in budget planning and processes for purchasing materials and services, project management, and handling donations and capital projects.
- Ability to oversee and work outdoors under severe storms and adverse climate conditions.
- Ability to apply Federal, State, and local policies, procedures, laws and regulations for respective field.
- Ability to use discretion with confidential and sensitive matters.
- Ability to provide excellent customer service by meeting the needs and interacting with employees, volunteers, vendors, the public, and others encountered during the course of work in a courteous and professional manner.
- Ability to establish and maintain cooperative working relationships with employees, volunteers, vendors, and others encountered during the course of work.
- Ability to develop knowledge, skills, and abilities and to obtain and maintain certifications and licenses.
- Ability to perform essential duties and responsibilities.
- Ability to perform (with or without a reasonable accommodation) the physical demands in the work environment and operate the tools and equipment.
- Ability to successfully pass the background check and screening requirements if required for the position.
- Ability to possess a current driver's license and driving record sufficient to be insured by Metro insurance carrier if required for the position.

SUPERVISION RECEIVED

- Supervision is received from assigned Supervisor or Manager.

SUPERVISION EXERCISED

- Serve in a lead capacity. Lead duties typically include new employee orientation, training, direction on work procedures and performance standards, assigning and overseeing work, following up on assignments, scheduling and providing input to the supervisor regarding hiring and performance evaluation; may participate in the screening and interview process.

TOOLS AND EQUIPMENT USED; PROTECTIVE CLOTHING

- Hand and power tools, jack hammers, mowers and equipment.
- All standard office equipment including but not limited to computer and printer, fax machine and copy machines; computer software including MS based word-processing and spreadsheets.

WORK ENVIRONMENT

- Duties may require prolonged strenuous efforts in hazardous locations, contaminated areas, enclosed spaces, at heights, under inclement weather and other adverse conditions.
 - Climbing, kneeling, stooping, walking, bending, twisting, and lifting up to 50 pounds.
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The classification description indicates the general nature and level of work of positions grouped within this classification; it is not intended to be a comprehensive inventory of all duties and responsibilities, job specifications, work environment or other characteristics of a specific position. The classification description is not an employment agreement between the employee and Metro or Metro's visitor venues and is subject to change by Metro. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.