

JOB DESCRIPTION

TITLE:	Horticulturalist Assistant	GRADE:	12
INCUMBENT:	NA	PAY TYPE:	Non-Exempt
REPORTS TO:	Horticulturalist	REVISED:	1/9/25

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

OVERVIEW:
The position has the responsibility for assisting the Horticulturalist in maintaining the Park District landscapes, community gardens, and working with groups that are interested in improving beautification of Park District parks. This position also works with the Forestry Department in the winter months assisting with snow removal operations, pruning, office administrative duties, and other forestry related activities.
DUTIES/RESPONSIBILITIES/STANDARDS:
Critical Element #1
General Expectations
<ul style="list-style-type: none"> • Follow the Mission Statement, Code of Conduct, values, cultural environment, and policies defined by the Grand Forks Park District. • Conduct friendly, cooperative, and quality customer service and communication with other employees, other departments, user groups, and the public. • Assist other departments to promote the overall mission of the Grand Forks Park District. • Assist with special projects and tasks as assigned. • Ensure a safe, secure, and legal work environment.
Critical Element #2
Assistant/Limited Expectations
<ul style="list-style-type: none"> • May assist with the supervision and the training of full-time, part-time, and/or seasonal staff. • Lead staff by direction and example to provide our parks, programs, facilities, and other services with a positive and enjoyable experience for all employees and citizens of Grand Forks. • Treat all staff with fairness, respect, and impartiality.
Critical Element #3
Coordinate with the Horticulturalist and appropriate Park District Departments on landscape projects.
<ul style="list-style-type: none"> • Provide written and oral reports, as requested by the Horticulturalist, Forestry Operations Manager, other Park District Departments, and office personnel. • Coordinate with other department managers for equipment, materials, and labor when needed to accomplish landscape projects in a timely manner.
Critical Element #4
Assist Horticulturalist in establishing and maintaining pocket prairies.
<ul style="list-style-type: none"> • Assist the Horticulturalist in prepping areas for new pocket prairies. • Lead seasonal crew in maintaining new pocket prairies. • Assist the Horticulturalist in performing prescribed burns and other maintenance on established pocket prairies.

Critical Element #5
Implement landscape designs and maintain Park District landscapes as well as irrigation systems. Assist in maintaining the plant nursery and greenhouse. Train and direct the Landscape staff of seasonal workers in the completion of landscape projects and maintenance.
<ul style="list-style-type: none"> • Plant annuals, perennials, shrubs, and trees using transplanting methods endorsed by the Horticulture and Forestry Departments' planting plans. • Staff and public safety are the first considerations in the use and operation of all tools, power equipment, motor vehicles, and in the handling of fertilizers & pesticides. Training on the efficient and safe use of equipment and horticulture products will be ongoing. • Maintain irrigations systems within the Park District that don't have staff available to run or monitor the systems. • Assist other Park District staff with irrigation systems when appropriate. • Identify when a plant is stressed, diseased, or damaged in some way and report it to the Horticulturalist or Forestry department. • Manage and maintain the greenhouse and nursery plants during the planting and growing season. • Properly water and fertilize nursery plants as well as perennial and annual beds • Assist in maintaining community gardens
Critical Element #6
Assist groups (which may include non-profit volunteer groups, as well as other city government departments) who wish to work with the Park District in providing beautification of Park District parks.
<ul style="list-style-type: none"> • When appropriate, install landscape projects with groups or other governmental agencies where the Park District has a vested interest. • When appropriate, direct the Landscape staff to assist volunteer groups with Park District projects and landscape maintenance. • Interrelationships with groups and governmental agencies should be on a positive partnership basis. • Exhibit good customer service skills when working with internal staff, individuals, groups, and other government employees.
Critical Element #7
Assist the Forestry Department with forestry projects such as pruning, fertilizing, and mulching of park and boulevard trees.
<ul style="list-style-type: none"> • Follow the Forestry Department standards that are relevant to the tasks involved. • Assist the Forestry Operations Manager on forestry projects that the landscape staff works on during the year. • Coordinate with the Forestry Assistant Operations Manager when landscape projects require assistance from the forestry staff and use of equipment. • Learn the arboricultural tasks needed to perform tree pruning, removal, damage, prevention, and repair in accordance with ISA and Department Standards.
Critical Element #8
Assist the Forestry Department during the winter months for snow removal operations, pruning, office administrative duties, and other forestry related activities.
<ul style="list-style-type: none"> • Follow the Forestry Department standards that are relevant to the tasks involved. • Work with the forestry staff as directed by the Forestry Assistant Operations Manager. • Safely operate forestry equipment for snow removal operations, pruning, and other forestry related activities. • Assist the Forestry Operations Manager with forestry administrative duties.

KNOWLEDGE/SKILLS/ABILITIES:

- High school diploma or equivalent GED is required.
- An associate in applied science degree in the field of Horticulture, a related field, or equivalent work-related experience in the field of horticulture and landscaping is preferred.
- Have good written and oral communication skills
- Computer skills as required for effective written communication and Landscaping tasks such as: email and TreePlotter
- Take directions and contribute to the team spirit in the work setting as well as cooperate and coordinate with other department personnel in the accomplishment of assigned tasks.
- Operate the department's equipment in a safe and effective manner.
- Have and maintain a valid Driver's License.
- Maintain skill levels to industry standards in computer technology and landscaping.
- Continuing education in Horticulture and related fields by attending seminars, trainings, and other educational opportunities
- Achieve and maintain an Electrical Hazard Awareness Program certification from Tree Care Industry Association (TCIA)
- Achieve and maintain a ND Ornamental & Turf Public Pesticide Applicator License
- Achieve and maintain Wildland Firefighter II certification
- Must physically maintain a weight of 250 pounds or less, to ensure safe operation of aerial lift equipment.

PHYSICAL/MENTAL DEMANDS & WORK ENVIRONMENT:				
Location	Parks/Forestry Maintenance Shop and Outdoor locations			
Hours	Summer Hours: 7:00 a.m. – 4:30 p.m., Monday – Thursday; 7:00 a.m. - 11:00 a.m. Friday. Winter Hours: 8:00 a.m. – 4:30 p.m., Monday – Friday			
All positions at the Park District are required to commit to off-hour periods when the situation or workload demands it.				
Functional Job Duties	Rarely	Occasionally	Frequently	Continuously
General Activity				
Drive			X	
Sit			X	
Stand/Walk			X	
Bend/Squat			X	
Kneel/Crawl			X	
Push/Pull			X	
Climb	X			
Twist/Turn			X	
Work at heights			X	
Weight Lifted/Force Exerted				
Reach/Lift/Carry – up to 25 lbs.				X
Reach/Lift/Carry – up to 50 lbs.			X	
Reach/Lift/Carry – up to 100 lbs.		X		
Reach/Lift/Carry – more than 100 lbs.		X		
Working Environment				
Indoors			X	
Outdoors			X	
Loud Noise/Vibration			X	
Fumes			X	
Near Moving Mechanical Parts			X	
Risk of Electrical Shock		X		
Toxic/Caustic Chemicals/Radiation		X		
Extreme cold/heat (non-weather)			X	
Repetitive Motion – motor function				
Dominant Hand				X
Non-Dominant Hand				X
Right Foot/Left Foot				X
Mental Demands				
Attention Span/Concentration				x
Memory/Problem Solving/Conceptualization				x
Patience/Influence People/Relate to Others				x
Reasonable accommodation may be made for individuals with disabilities to perform essential functions of this position.				