



## City of Nampa

### City Landscape Horticulture Specialist I

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**Department:** PARKS

**FLSA Status:** Non-Exempt

**Grade/Level:** 15

**Job Type:** Regular

**Job Code:** 6120

**Work Schedule:**

Generally work 8:00 am - 5:00 pm; however must be able to work flexible and varied hours.

**Job Status:** Full Time

**Reports To:** Assigned Parks Supervisor

**Amount of Travel Required:** some

**Positions Supervised:** Seasonal Maintenance Personnel

**Revised:** NEW – December 2019

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#### POSITION SUMMARY

##### GENERAL STATEMENT OF DUTIES

Performs a variety of horticulture and landscaping activities in an assigned areas of responsibility, and/or serves as the lead worker over an assigned maintenance crew; performs other duties as required or assigned.

##### DISTINGUISHING FEATURES OF THE CLASS

The principal function of an employee in this class is to perform a variety of routine manual landscape and horticulture activities in an assigned area of responsibility to ensure a safe and pleasant environment for City residents. The employee in this position will oversee and coordinate the scheduling of landscape and horticulture projects in City parks and other City properties. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgment and initiative. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the assigned supervisor, other City employees, and the general public. The principal duties of this class are performed in an outdoor environment in a variety of terrains and weather conditions with exposure to airborne pathogens and chemicals.

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#### ESSENTIAL FUNCTIONS

##### Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

## Essential Functions Statement(s)

- Performs various horticulture functions including planting, replacing and pruning perennials and annuals, shrubs and ornamental landscape beds on city owned property and right of way areas. Performs detailed work in small scale and large-scale garden environments that range from shrub beds to rose gardens. Understand horticulture practices for roses, woody ornamentals, perennial beds, flowers and annual displays.
- Performs and oversees daily horticulture activities of an assigned crew, ensuring there is proper staffing to complete tasks in a timely manner.
- Maintains tools and light landscaping equipment as necessary.
- Maintains sprinkler systems, including installing, cleaning and repairing.
- Able to operate basic horticulture tools and equipment such as pruners, loppers, trimmers, hedgers, shovels, rakes, trucks and trailers.
- Secures assigned work areas from traffic hazards to ensure the safety of City motorists and recreational participants, maintenance crews and the general public, including traffic control.
- Maintains shrub/flower bed health and attractiveness by picking up trash, installing plants, proper pruning, weeding, watering, herbicide application, mulching, fertilizing and monitoring for disease or insects. Performs seasonal snow plowing, ice management and snow removal and general maintenance as necessary.
- Assumes responsibility for other duties as required or assigned and attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Maintain shrubs and flowers in a healthy and attractive condition through the application of industry accepted horticulture care standards.
- Assist in implementing the aesthetic related goals and objectives of the City's Comprehensive Plan.
- Works in a safe manner to ensure public and team safety is achieved each day.
- Maintains a keen eye for detail and follows procedures and schedules related to time sensitive horticulture maintenance practices.  
Perform public outreach and education through presentations of topics related to horticulture practices.

- **ESSENTIAL RELATIONSHIP EXPECTATIONS**

Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.

Responds to citizens' questions and comments in a courteous and timely manner.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

Communicates information and states concerns in a clear and professional manner.

Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors and others.

Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed.

- **REQUIRED KNOWLEDGE**

Significant knowledge of basic principles and practices of horticulture.

Some knowledge of landscape design, maintenance, and repair activities, including plant spacing techniques, bed design, plant hardiness, and plant species identification.

Significant knowledge of safe and proper use of common horticulture chemicals and pesticides.

Some knowledge of the safe and proper use of basic hand tools, power tools and equipment used in landscape maintenance and landscape design including reading and creating design plans.

• **SKILLS/ABILITIES**

Ability to lead and supervise the work of others as assigned.

Ability to efficiently operate related City vehicles, maintenance tools and equipment, including trucks, trailers, mowers, hedgers, pruners, UTV's, sprinkler and other related equipment.

Ability to work outdoors for extended periods of time with exposure to varying weather conditions and day or night schedules as required.

Ability to meet the physical demands of mechanical and labor-intensive duties including the ability to stand and walk for extended periods of time and strength to lift and maneuver materials and equipment.

Ability to use a variety of hand tools and power tools safely.

Ability to understand and follow oral and/or written instructions, read maps and blueprints and perform basic mathematics.

Ability to prepare accurate and reliable record keeping.

Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines.

Ability to communicate effectively with others, both orally and in writing.

Ability to create and perform public presentations, speaking to citizens or organizations related to topics on education in the field of horticulture.

Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**POSITION QUALIFICATIONS**

**Competency Statement(s)**

- Accountability - Ability to accept responsibility and account for his/her actions.
- Adaptability - Ability to adapt to change in the workplace.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Commitment to Safety - Understands, encourages and carries out the principles of integrated safety management; complies with or oversees the compliance with safety policies and procedures; completes all required training; takes personal responsibility for safety.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Decision Making - Ability to make critical decisions while following company procedures.

- Judgment - The ability to formulate a sound decision using the available information.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Resource Management (People & Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.
- Time Management - Ability to effectively utilize available time for the completion of necessary job tasks.

**Education:** High School Graduate or General Education Degree (GED): Required.  
 Associates Degree or higher in Horticulture or related fields: Preferred.

**Experience:** 1 plus years of experience in horticulture, garden or landscape maintenance and experience in the operation of basic horticulture and gardening tools including trucks and trailers and other landscaping equipment.  
 And/or any work experience related to functional area of assignment or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

**Computer Skills:** Ability to operate a personal computer and/or mobile device using standard or customized software applications appropriate to assigned tasks and the ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.

**Certifications & Licenses:** State of Idaho Class D Driver’s License at time of hire.  
 Pesticide Applicators Licenses, OH & LS required within 1 year of employment.  
 First Aid & CPR Certification required within 1 year of employment.

**PHYSICAL DEMANDS**

**N (Not Applicable)** Activity is not applicable to this position.  
**O (Occasionally)** Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)  
**F (Frequently)** Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)  
**C (Constantly)** Position requires this activity more than 66% of the time (5.5+ hrs/day)

**Physical Demands**

Stand F  
 Walk F  
 Sit O  
 Manually Manipulate F  
 Grasp F  
 Reach Outward F  
 Reach Above Shoulder F  
 Speak F

**Lift/Carry**

10 lbs or less F  
 11-20 lbs F  
 21-50 lbs F  
 51-100 lbs O  
 Over 100 lbs O

**Push/Pull**

12 lbs or less F

Climb	O	13-25 lbs	F
Crawl	O	26-40 lbs	F
Squat or Kneel	F	41-100 lbs	O
Bend	F		

**WORK ENVIRONMENT**

The principal duties of this class are performed in an outdoor environment in a variety of terrains and weather conditions with exposure to airborne pathogens and chemicals.

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

**FINGER DEXTERITY:** Sufficient finger or manual dexterity with or without reasonable accommodation to enable the employee to efficiently and safely operate related City vehicles, equipment and hand tools as required.

**SPEECH:** Sufficient clarity of speech or other communication ability with or without reasonable accommodation to enable the employee to communicate effectively and convey detailed or important instructions or ideas accurately, loudly or quickly.

**HEARING:** Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information.

**VISUAL ABILITIES:** Sufficient visual acuity or other power of observation with or without reasonable accommodation to enable the employee to determine the accuracy, neatness and thoroughness of the work assigned; to review a wide variety of materials in electronic or hard copy form and perform activities such as viewing a computer terminal; visual inspection involving small defects, small parts, and/or operation of machines (including inspection), efficiently operate related City vehicles, tools, and equipment to an assigned work area.

**PHYSICAL STRENGTH AND PERSONAL MOBILITY:** Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to safely and efficiently access various City locations in a variety of terrains and weather conditions.

Heavy work – exerting up to 100 lbs. of force occasionally and/or in excess of 50 lbs. of force frequently.

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Prepared by: Cody Swander Date: 12-19-2019

Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Date: \_\_\_\_\_

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.