

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Horticultural Display Foreman Full Time - Salary Grade: Local 32 - Class IX

Division: Cultural & Environmental Resources Effective Date: 10/12/2016

Prepared by: M. Inzano/C. Zafonte Approved by: R. Vitale

Position Charter:

Employees in this position are responsible for the design, installation, maintenance and care of plant displays throughout the Horticulture Sites operated by the Morris County Park Commission. Duties include maintaining assigned garden areas to the highest degree of horticultural standards as well as supervising subordinate staff with activities related to the design, installation and maintenance of seasonal and permanent plant displays. Individuals should have a strong demonstrated ability in landscape design and aesthetics, as well as a strong working knowledge of a variety of annual, perennial, herbaceous, woody, bulb, and tropical plants. The Horticultural Display Foreman works under the general supervision of the Manager of Horticulture and reports to the Assistant/Superintendent of Horticulture or designee for the coordination of daily activities, attendance and other operational procedures.

Essential Functions:

- Designs, plants and maintains a variety of seasonal and permanent display gardens and container plantings, with annuals, perennials, bulbs, herbaceous, woody and tropical plants, seeking approval on planting designs from the Manager of Horticulture and making any suggested changes.
- Evaluates garden displays and recommend improvements.
- Sources, selects and orders appropriate supplies & plant materials while working within a defined budget.
- Leads seasonal display planning meetings with other gardeners and horticultural maintenance and education staff.
- Supervises and participates in the installation and care of designed plantings resulting in high quality gardens and grounds for public enjoyment and to enhance facility rental revenue potential.
- Measures new and existing planting beds and converts field measurements to accurate scaled drawings.
- Estimates correct plant quantities for new installations.
- Produces professional planting design drawings by hand (or with computer design software, if available) and maintains all associated plant records in coordination with the Horticultural Plant Records program.
- Works with members of the Horticulture Education department to develop planting designs and gardens that supplement horticultural classes and programs.
- Maintains assigned garden areas to the standards as approved by the Manager of Horticulture.

- Diagnoses and treats plant health issues.
- Coordinates with Plant Propagator, on a timely basis, to ensure quality and quantity of plant material needed for outdoor displays.
- Trains and supervises staff in the maintenance of annuals, perennials, vines, shrubs, tropical plants, and trees in accordance with the horticulture standards of the Morris County Park Commission.
- Supervises the work of subordinate staff, including Grounds Workers, Interns, Seasonal Staff and Volunteers when performing horticultural tasks and monitors the quality of work, providing instruction, guidance and corrections as required
- Performs horticultural tasks such as, but not limited to, soil preparation, planting, weeding, staking, deadheading, watering, fertilizing and mulching.
- Collects proper soil samples for soil lab analysis.
- Applies pesticides, herbicides and fertilizers and maintains associated application records as required.
- Reports changes to the accessioned plant collections to the Horticultural Plant Records Curator including additions, removals, and deaths. Performs periodic plant inventories. Requests accession tags and display labels and is responsible for accurate and timely placement of such.
- Successfully performs the above functions and use said equipment independently without supervision.

Other Functions:

- Operates Park Commission motor vehicles to transport personnel, materials and equipment on Park Commission property and public roadways.
- Functions as an advocate of the arboretum and the Park Commission to visitors. Answers visitor questions.
- Assists with carrying out standard operational procedures, as required, including, but not limited to, working overtime for snow removal, events, and other assignments.
- Assists with other arboretum maintenance activities, as required.
- Prepares display planting budgets as required and advises supervisor of forecasted equipment and supply needs.
- Assists with educational programming by leading/participating in tours, and/or educational programs and coordination of supplies and plant materials, as required.
- Cleans and sharpen tools.
- Makes minor repairs to equipment.
- Paints equipment, buildings and other park structures when necessary.
- Maintains appropriate records as assigned.
- Assists in making minor repairs to Park Commission facilities, buildings and equipment.
- Ensures that established safety guidelines are followed and that the facility complies with PEOSHA and Right-To-Know standards.
- Implements regulatory and Park Commission policies and procedures in the operation of the facility.
- Completes other projects and tasks as assigned.

- Duties may be performed in several different park locations.

Qualifications:

- A two-year Associate's degree in Horticulture, Landscape Design or a related field.
- Three years' experience as a professional gardener or groundskeeper.
- One years' experience supervising staff making landscape plantings in a public garden, landscape contracting, or related horticultural industry.
- A documented portfolio of original garden designs and installations.
- Working knowledge of and demonstrated ability and experience to utilize appropriate landscape design software is a plus.
- A thorough knowledge of the horticultural requirements of a wide variety of annual, perennial, woody and herbaceous landscape plants.
- Demonstrated mastery of the horticultural practices and procedures required for tasks such as soil preparation, planting and transplanting, mulching, watering, weeding, fertilizing, pruning, propagating, mowing, raking, sweeping and blowing, tree and brush cutting, and chipping.
- The ability to identify and prioritize work tasks and supervise staff.
- The ability to meet assigned deadlines.
- The ability to identify a wide variety of woody, herbaceous and annuals landscape plants by botanical and common name.
- The ability to identify insect pests and diseases of annuals, perennials, tropical, and woody landscape plants.
- The ability to use common landscape and garden tools.
- The ability to operate push mowers, riding mowers, weed whackers, backpack blowers, push blowers, utility vehicles, pickup trucks, chainsaws and other power equipment effectively.
- The physical strength, dexterity, and coordination to safely perform the above functions.
- The ability to follow and give written and verbal instructions.
- The ability to perform basic math calculations.
- The ability to lift and carry weights up to 50 pounds.
- Possession of a valid New Jersey driver's license.
- The ability to maintain an attendance record adequate to complete essential functions of the position.
- The ability to obtain a Pesticide Operators/Applicator Registration from the New Jersey Department of Environmental Protection.
- Applicant must pass Horticultural Display Foreman test (Written, Field, & Design) to be eligible for this position.
- The ability to perform the essential functions of this position with or without reasonable accommodations.

Incumbent may delegate to subordinate part of the responsibility, but may not delegate nor relinquish accountability for results.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.