

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Superintendent of Horticulture

Full Time - Salary Grade: IBT - Level I

Division: Horticulture Maintenance

Effective Date: 10/27/2021

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Approved by: R. Vitale

Position Charter:

The Superintendent of Horticulture is a hands-on working supervisor position operating under the general supervision of the Manager of Horticulture. Responsibilities include fulfilling supervisory and operational duties for the development and implementation of creative and current professional horticultural, arboricultural and forestry principles and practices. The Superintendent of Horticulture is responsible for both in-house and contracted Horticultural and Park Maintenance programs and projects for facilities and grounds of the Morris County Park Commission. All work is to be performed in accordance with the regulations and procedures established by the Park Commission along with local, state, and federal agencies. Individuals in this position assist in management and operation of the Park Commission's horticultural facilities, coordinating these functions with other Divisions to achieve common goals. The Superintendent of Horticulture also assists with in-service training programs for Park Commission personnel, including trainings for pesticide and fertilizer application certifications.

Essential Functions:

- Draws upon the horticultural expertise of the Manager of Horticulture as needed to coordinate and supervise, as authorized, the horticultural and park maintenance functions, projects, and staff at the Frelinghuysen Arboretum and the Willowood/Bamboo Brook/Kay facilities; maintaining the highest degree of horticultural standards, while ensuring adherence to established Commission policies, procedures, and safety guidelines.
- In consultation with the Manager of Horticulture, makes operational decisions as to the scheduling and scope of work to be performed in order to meet operating standards and long-term developmental goals.
- Evaluates the results of projects and operations within the horticultural unit.
- Prepares written work schedules and conducts staff meetings as needed.
- Inspects work of all subordinates, including full time, part time, seasonal staff interns and volunteers, in all aspects of facility management, including installation, maintenance and care of trees, shrubs, perennials, annuals, lawn and turf areas, fields, meadows, natural areas, as well as buildings and structures.
- Performs routine inspections of the deer exclusion barriers, including fences and cattle grates and conducts improvements/repairs as needed.
- Solicits, schedules, and coordinates work of contractors for facility, horticultural, arboricultural and maintenance projects, including but not limited to, tree pruning and removal, lawn care,

fertilization, weed control, ornamental pond maintenance pest management, turf mowing, meadow and field mowing, including in-County resources such as Morris County Shade Tree Division and Roadside Vegetation and pest management services.

- Solicits, schedules, and coordinates work of outside contractors for facility projects, including preparation of required specifications, as well as coordinating work of Park Commission trade contractors for plumbing, electrical and so forth.
- Prepares and updates standard operating procedures and maintenance directions for horticultural and maintenance functions including but not limited to snow plow plans, lighting controls, irrigation controls, equipment maintenance, garden maintenance and the like.
- Plans, implements, and monitors turf management practices, procedures, and management programs including contracted services to maintain high quality and aesthetically pleasing turf grass in horticultural facilities especially focused on high use and visually important locations.
- Prepares work orders and coordinates engineering and construction division activities, projects and programs including seasonal water shutdown/startup, dam safety inspections, coordination of contractors, and monitors work of contractors, repairs, and projects.
- Plans, implements, monitors, and maintains, turf and garden irrigation operation and maintenance; trains staff in proper use, maintenance and repair of irrigation systems, including where appropriate greenhouse irrigation systems.
- Prepares specifications for purchasing of contracted goods and services, including but not limited to, turf mowing, agricultural chemicals, fertilizers, grass seed, maintenance equipment, uniforms; reviews bid results, places orders, and monitors contractor performance as required.
- Monitors and coordinates the unit's integrated pest management programs and other Park Commission pest management projects, including wildlife pests such as deer, ground hogs, and geese; as required and directed.
- Monitors and assures that the Plant Records Management Program as described in the Commission Plant Accession Policy is successfully implemented including the plant label and sign engraving operation for horticultural facilities and the Park Commission in general.
- Monitors and assures successful plant propagation functions and assignments and works in conjunction with the Horticultural Plant Records Curator Specialist at Willowood.
- Develops and manages timely programs in turf management, arboriculture, horticultural maintenance and related areas.
- Develops, plans, and coordinates progressive Horticultural Intern and Volunteer Programs.
- In conjunction with the Natural Resources Management staff coordinates Park Commission natural resources management programs in areas such as, but not limited to, waterway ecology, soil conversation, gypsy moth and Emerald Ash Borer suppression, invasive vegetation management, wildlife management programs, meadow management, prescribed burning and forest management plantings and maintenance at horticultural facilities.
- Coordinates with the Horticultural Education Staff for the successful implementation of Horticultural Education programs and projects including Branching Out, Community Gardens, educational classes, workshops, plant sales, plant shows, tours and other educational activities for professionals, adults, and children. Participates in Horticultural Education programming, including the leading of tours as required.

- Oversees and maintains the operation of the Green House at Frelinghuysen for the overwintering of tender plant material along with propagation of some herbaceous plants. Also oversees the nursery/plant holding area.
- Educates Assistant and Seasonal Gardeners in the use of horticultural equipment necessary in the performance of their assigned duties.
- Coordinates the use of horticultural maintenance staff in the execution of Horticultural Education programs, including program and event setup breakdowns, clean up and custodial responsibilities of buildings and grounds.
- Plans, monitors and schedules and participates in staff overtime assignments in compliance with appropriate labor agreements, including special events and snow and weather emergency call-in.
- Assists with preparation of operating, Park Improvement Trust and Capital expenditure budgets for the Horticultural unit; assists with the preparation of specifications and contract documents for equipment, plants and materials related to the operation of the horticultural unit; prepares reports and inventories as required; and prepares cost estimates as required.
- Prepares planting designs and specifications in conjunction with the Display Foreman and the Manager of Horticulture.
- Monitors the servicing and repair of maintenance equipment and vehicles.
- Trains staff and supervises the proper use of pesticides, fertilizers, equipment, materials and supplies. Assists with in-service training programs for Park Commission personnel, including pesticide and fertilizer application.
- Assists in identifying staffing needs in the Horticultural Maintenance unit, participates in the selection and interviewing of staff.
- Conducts performance appraisal of employees in the unit, documenting issues and disciplining staff when necessary.
- Administers Park Commission programs relating to safety, employee relations, and operating procedures within the unit.
- Ensures compliance with P.E.O.S.H.A. and Right-To-Know requirements within the horticulture unit by reporting compliance issues and the initiation of corrective measures where appropriate; will cooperate in the efforts to resolve the issues.
- Prepares and processes purchase requisitions and related documents, reports, time sheets, performance documentation on a timely basis and maintains accurate records and documentation as required.
- Completes assignments and projects appropriate to the overall management and operations of the Park Commission as directed by superiors.
- Maintains an attendance record to adequately perform all the essential functions of the position.

Other Functions:

- Encourages and coordinates applied research programs at Horticultural facilities in association with other institutions and agencies.
- Coordinates activities between the Morris County Park Commission, the Rutgers/Morris County Cooperative Extension Service, the Agricultural Technologies Program of the County College of Morris, Morris County Shade Tree Department, and the like.

- Provides technical advice to other management and supervisory personnel in order to enhance the appeal and use of park facilities.
- Assists in the promotion of the horticultural facilities and programs of the Park Commission, and in raising development and maintenance funds.
- Participates in Park Commission Committee meetings and other meetings as required.
- Coordinates activities with other units of the Park Commission.
- Researches methods for improving horticultural management practices.
- Carries out special projects as assigned.

Qualifications:

- Bachelor's Degree in Horticulture or a related field from an accredited college or university or a demonstrated ability to perform the job based on work experience.
- Minimum five years of experience at a botanical garden or arboretum, horticultural trade or institutional program dealing primarily with horticulture or a related field.
- Demonstrable competency in identification of a wide range of plant material and botanical nomenclature.
- Ability to pass a written and field horticultural competency test.
- Ability to meet deadlines, prioritize work and coordinate multiple activities and projects at the same time.
- Possession of, or ability to obtain and maintain, validated Certified Pesticide Applicator Registration from the Department of Environmental Protection of the State of New Jersey in the following categories: Core, 3A (Turf) and 3B (Ornamentals).
- Possession of or ability to obtain and maintain, NJ Fertilizer Application certification.
- Possession of Driver's License valid in the State of New Jersey.
- Experience in professional horticultural maintenance and care.
- Proven ability to effectively manage, supervise and provide direction to subordinates by transmitting written and oral directions.
- Ability to read construction and planting plans and to write and interpret specifications.
- Ability to properly execute and supervise tree, shrub and herbaceous plantings as well as turf seeding and sodding procedures.
- Ability to write popular and technical horticulture articles for publication.
- Ability to develop programs in applied horticultural research.
- Ability to deal with the public in formal and informal situations.
- Demonstrated ability and knowledge of maintenance practices and procedures related to ornamental plants and turf.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

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.