

## HORTICULTURE TECHNICIAN

### DEPARTMENT:

Horticulture

### POSITION SUMMARY:

Maintains grounds and gardens of Bernheim Arboretum including 606 acres of plant collections by performing the following duties.

### ESSENTIAL JOB FUNCTIONS:

Includes the following. Other duties may be assigned.

1. Operates farm tractors with attachments, trucks with standard transmissions, riding mowers, trenchers, pesticide spray tanks, irrigation equipment, rototillers, chainsaws, chippers, backpack blowers, and other power equipment.
2. Utilizes hand tools including shovels, wheelbarrows, and hoes.
3. Cuts lawns.
4. Trims and maintains plantings around walks, flower beds, and walls.
5. Prunes shrubs and trees to shape and improve growth or remove damaged leaves, branches, or twigs.
6. Sprays lawn, shrubs, and trees with fertilizer, herbicides, and insecticides as needed.
7. Rakes and bags or collects leaves.
8. Cleans grounds and removes litter.
9. Mulches landscape planting beds.
10. Removes invasive exotic species by hand pulling, cutting with pruners or loppers, spraying with herbicide, or weed whacking.
11. Cleans up storm damage, including removing fallen tree limbs and twigs.
12. Assists in tree removal and grinding stumps.
13. Collects seed and propagates plants.
14. Participates in prescribed burns.
15. Removes litter.
16. Shovels snow from walks and driveways.
17. Plants grass, flowers, trees, and shrubs.
18. Works with various irrigation systems.
19. Sharpens tools such as weed cutters, edging tools, and shears.
20. Makes minor repairs on equipment such as lawn mower, spreader, and snow removal equipment.
21. Staffs Bernheim programs and special events.
22. Supervisory Responsibilities
23. Supervises volunteers and interns.

### COMPETENCIES:

To perform the job successfully, an individual should demonstrate the following competencies:

Must have experience with garden maintenance including a broad knowledge of plants and their care.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments

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to goals and objectives; Supports everyone's efforts to succeed.  
Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; able to work alone effectively, as well as team situations.  
Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.  
Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.  
Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Qualifications to perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

High school diploma or general education degree (GED); A minimum of a 2-year educational background in horticulture or related field is required or equivalent work experience and training may be substituted.

**REASONING ABILITY:**

Ability to work independently or within small work teams, with minimal supervision.

**COMPUTER SKILLS:**

To perform this job successfully, an individual should have knowledge of Database software; Internet software and Spreadsheet software. Basic computer skills needed.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid driver's license and must have or be able to obtain certification as a pesticide applicator Category 3 with the Commonwealth of Kentucky.

**OTHER SKILLS AND ABILITIES:**

Good interpersonal skills and the ability to work independently or within small work teams, with minimal supervision. Interest in working with volunteers, interpreting landscaping and garden activities to the general public.  
Must be able to identify hardy native and ornamental plant materials grown in the Ohio River Basin region and be familiar with their cultural requirements. Experience in operating farm tractors with attachments and vehicles with standard transmissions are strongly preferred.

**OTHER QUALIFICATIONS:**

Experience in operating farm tractors with attachments and vehicles with standard transmissions are strongly preferred.  
Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include distance vision and color vision.

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**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The majority of the work assignments are outdoors. A majority of the work will be performed in the arboretum and natural areas. There will be times work assignments will be in the plant nursery, headhouse or greenhouses. Position involves use of herbicides, performing strenuous physical task in various weather conditions and working around poison ivy, stinging insects, snakes, mud and brush. While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The noise level in the work environment is usually moderate.

**APPLICATION INSTRUCTIONS:**

Email your resume and letter of application to [lruessavage@bernheim.org](mailto:lruessavage@bernheim.org) or mail to the attention of Lori Russavage, Horticulture Technician Search, Bernheim Arboretum and Research Forest, P.O. Box 130, State Highway 245, Clermont, KY 40110. Closing date June 1, 2010.