

City of Fort Worth, Texas Job Description

Classification Title	Botanic Garden Superintendent		
Job Code:	MG1081	Job Family:	Management
Pay Grade	613	Date Created:	08/22/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, oversees, supervises, and coordinates the construction activities, budgets and maintenance of Fort Worth Botanic Garden within the Parks and Community Services Department. Provide highly responsible and complex administrative support to the Assistant Director of Parks and Community Services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Oversees major construction projects in the Garden; assists in developing construction budget; reviews construction drawings; ensures compliance with regulations and requirements; coordinates maintenance schedule and plan for area; and meets with architects, landscape architects and staff to discuss progress, schedule and budget.
3. Provides leadership for support groups and plant societies; meets with committees and board to discuss projects, events, budgets or other concerns; and delivers and evaluates events.
4. Oversees Garden budgets; authorizes purchases; coordinates improvement and maintenance projects; develops funding requests; submits re-estimates; and makes budgetary adjustments, as needed.
5. Assists in developing strategic plan; oversees implementation of plan; assists in formulating designs of new gardens; and facilitates construction based on master plan.
6. Performs other related duties as required.
7. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

8. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of horticulture, botany and plant pathology.
 - Varied species of annual, perennial, woody, and tropical plants.
 - Plant morphology and physiology, greenhouse operations management, and soil physics.
 - Operational characteristics, services and activities of horticultural programs.
 - Principles and practices of program development and administration.
 - Principles and practices of municipal budget preparation and administration.
 - Principles of supervision, training and performance evaluation.
 - Pertinent Federal, State and local laws, codes and regulations.
- **Skill in:**
 - Maintaining balance between and among support groups.
 - Delivering presentations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Diagnose pathological and physiological plant problems.
 - Oversee and participate in the management of a comprehensive horticulture program.
 - Oversee, direct and coordinate the work of subordinate employees.
 - Select, supervise, train and evaluate subordinate employees.
 - Participate in the development and administration of division goals, objectives and procedures.
 - Prepare and administer large program budgets.
 - Prepare clear and concise administrative and financial reports.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Interpret and apply Federal, State and local policies, laws and regulations.
 - Establish and maintain effective working relationships .

MINIMUM JOB REQUIREMENTS

from an accredited college or university with major course work in Floriculture, Horticulture, Landscape Architecture, or a related field and five years of increasing responsible experience in horticultural operation, including two years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas Driver's License.

Possession of, or ability to obtain a Texas Pesticide Applicator's License.

WORKING CONDITIONS

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.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.