

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Greenhouse Attendant		
<b>Job Code:</b>	ST5170	<b>Job Family:</b>	Service Trades
<b>Pay Grade</b>	505	<b>Date Reviewed:</b>	06/25/15
<b>FLSA Status</b>	Nonexempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Performs skilled greenhouse nursery work. Participates in nursery or tree farm operation and production depending on area of assignment. Provides assistance to supervisory staff within the Parks and Community Services Department.

### 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. Assists in germinating, nurturing, and growing a variety of plants, flowers, trees and other species at an assigned greenhouse, nursery or tree farm. Assists other department staff in transplanting tree and plant species to various parks and other sites in the city.
2. Performs complex manual labor tasks related to planting and maintenance of various public nurseries, parks and gardens. Maintains an orderly and aesthetically pleasing appearance of assigned areas.
3. Selects and applies proper fertilizer, pesticides and water to plants, flowers and trees.
4. Prunes and shapes various flowers, shrubs and trees.
5. Schedules and produces seasonal plants; inspects plants for insects, disease or weed problems.
6. Installs and maintains irrigation systems.
7. Participates in special events preparations, operations and removal.
8. Cleans and maintains tools and equipment as appropriate.
9. Transports plans and trees to various locations; operates assigned vehicle.
10. Schedules maintenance and repair of greenhouse and shade structures.
11. Communicates with vendors when ordering parts and materials.
12. Operates landscape maintenance equipment. Performs seeding and related tasks as assigned.
13. Performs other duties as required.

14. 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.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Various species of flowers, shrubs, and trees.
  - Common insects, diseases, weeds, and plant nutrient requirements.
  - Methods and techniques of pruning and planting.
  - Specialized care for tropical and exotic plants.
  - Techniques and methods of floral design.
  - Fertilizer sprayers, seed spreaders and pesticide equipment.
  - Proper techniques and uses of a variety of hand tools and equipment.
  - Nursery management practices and procedures.
  - General departmental policies and regulations.
- **Skill in:**
  - Organization.
  - Prioritization.
  - Flexibility to changing schedules.
  - Mechanical.
  - Decision-making.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Plan long-term fertilization and pesticide application schedules.
  - Prune and plant various trees and shrubs.
  - Safely and properly operate various tools and landscaping equipment.
  - Perform manual labor tasks in extreme weather conditions.
  - Plan seasonal cropping schedules.
  - Operate assigned vehicle.
  - Perform basic small vehicle maintenance.
  - Maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

HS diploma/GED with specialized training in Horticulture, Floriculture, or Arboriculture and two years of responsible experience in a professional greenhouse, nursery environment or tree farm selecting and applying pesticides, planting, pruning, and crop scheduling.

## **OTHER REQUIREMENTS**

Valid Texas Driver's License.

Possession of, or ability to obtain, a non-commercial 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, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting; depending on assignment. Incumbents may be exposed to moving mechanical parts, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, intense noises, gases, vibrations, chemicals, oils and workspace restrictions.

## **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.*

Medium work – Depending on assignment, positions in this class typically exert up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.