

**INGHAM COUNTY
JOB DESCRIPTION**

HORTICULTURIST/GROUNDS MANAGER

General Summary:

Under the general supervision of the Park Manager III, performs responsible technical, design, maintenance, and supervisory work in horticulture and forestry functions on zoo and park grounds.

Typical Duties:

1. Maintains landscape installations, including but not limited to: determines types and quantity of horticultural plants to be grown; cultivates and propagates exotic and native plant species that are landscape or exhibit specific; selects and purchases seed, plant nutrients, and disease control chemicals; provides daily maintenance and identifies plant needs and provides appropriate solutions.
2. Coordinates and supervises full-time and seasonal staff and Jail Alternative Sentencing Program crews in a working lead role to assist with landscaping and grounds maintenance activities.
3. Plans and designs landscape elements in zoo setting; works with zookeepers to design and install plants in and near animal exhibits and improve the care of botanical features in animal exhibits; verifies that herbaceous materials used near animals are non-toxic; categorizes plant species; and other required duties.
4. Recommends improvements in landscaping public park property, including kinds and location of trees, shrubs, and other ornamental plants; provides leadership in forestry management on zoo and park grounds.
5. Performs and assists with the assignment and supervision of maintenance activities such as: mowing, trimming, mulching, seeding, weeding, composting, fertilization, clearing of trees and brush, irrigation, aeration, herbicide application, pesticide application, etc. Develops and is responsible for integrated pest management program for zoo.
6. Establishes protocols for recruiting, scheduling, and training of volunteers and interns in the Horticulture section.
7. Answers questions and interprets the horticulture collection to the public.
8. Maintains records such as equipment, material, and plant inventory, etc.
9. Assists with administrative tasks as assigned.
10. Performs other duties as required.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications

Education: Must have a Bachelor's Degree in Horticulture, Landscape Architecture, Botany, Plant Ecology or other closely related field of study.

Experience: Two years of progressively responsible horticulture and/or forestry experience, including supervisory experience. Prior experience designing, installing, and maintaining landscape plantings in a zoo, park, conservatory, arboretum, or nature center setting preferred.

Other Requirements: Knowledge of legal requirements, regulations, laws and other authoritative standards applicable to horticulture. Arborist certification or equivalent is preferred. Possession of or ability to obtain state licensing as a Pesticide Applicator is required. Training or experience with Integrated Pest Management is preferred. Possession of or ability to obtain a valid Michigan Motor Vehicle Operator's License is required. Must have a good driving record. **Driving records will be checked as part of the referral process. You must be able to meet the standards of the Ingham County Driving Records Policy for referral.** Must submit a cover letter and resume with application.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment of promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Climbs stairs and ladders. Will occasionally, lift, carry, push and pull weights up to 100 lbs. Performs other routine physical functions like bending, sitting, standing, squatting, etc.

Working Conditions: Walks on various types of terrain in all climate conditions.