

## **Bernheim Arboretum and Research Forest Job Description**

**Job Title:** Horticulture Technician/Grounds

**Department:** Horticulture

**FLSA Status:** Non-exempt

**Reports To:** Horticulture Manager

### **Summary**

The Horticulture Technician/Grounds is responsible for day-to-day turf and landscape maintenance. Responsibilities include, but are not limited to, mowing turf areas, string trimming, leaf removal, storm damage clean up, tree takedowns, stump grinding, snow removal, installing new landscapes, mulching landscape planting beds, maintaining trails, invasive exotic species removal, participating in prescribed burns, irrigating plants, irrigation system maintenance, seed cleaning, fertilizing, pest control, pruning, and staffing Bernheim special events. The Horticulture Technician/Grounds will operate riding mowers, farm tractors with attachments, and trucks with standard transmissions, trenchers, pesticide spray tanks, irrigation equipment, rototillers, chainsaws, chippers, backpack blowers, and other power equipment. In addition, the candidate will utilize hand tools including shovels, wheelbarrows, and hoes. A majority of the work will be performed in the arboretum. There will be times work assignments will be in the natural areas, plant nursery, head house or greenhouse.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Mowing turf areas, string trimming, leaf removal, storm damage clean up, tree takedown, stump grinding, snow removal, installing new landscapes, mulching landscape planting beds, maintaining trails, invasive exotic species removal, participating in prescribed burns, irrigating plants, irrigation system maintenance, seed cleaning, fertilizing, pest control, pruning, and staffing Bernheim special events.

The Horticulture Technician/Grounds will operate riding mowers, farm tractors with attachments, and trucks with standard transmissions, trenchers, pesticide spray tanks, irrigation equipment, rototillers, chainsaws, chippers, backpack blowers, and other power equipment.

Must utilize hand tools including shovels, wheelbarrows, and hoes.

Majority of the work will be performed in the arboretum. There will be times work assignments will be in the natural areas, plant nursery, head house or greenhouses.

The majority of the work assignments are outdoors. Position involves use of herbicides, performing strenuous physical task in various weather conditions and working around poison ivy, stinging insects, snakes, mud and brush.

Good interpersonal skills and the ability to work independently or within small work teams, with minimal supervision.

### **Competencies**

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

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.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

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 to goals and objectives; Supports everyone's efforts to succeed.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

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.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

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, GED. A minimum of 2 years work experience in turf and landscape maintenance is required. Experience in operating farm tractors with attachments and vehicles with standard transmissions are strongly preferred.

## **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **Certificates, Licenses, Registrations**

Valid motor vehicle license, also must be able to obtain certification as a pesticide applicator Category 3 with the Commonwealth of Kentucky.

## **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 frequently 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. The majority of the work assignments are outdoors. Position involves use of herbicides, performing strenuous physical task in various weather conditions and working around poison ivy, stinging insects, snakes, mud and brush. Good interpersonal skills and the ability to work independently of within small work teams, with minimal supervision.

## **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.

***Bernheim is an Equal Opportunity Employer***