



City of North Charleston Vacancy Notice

Position: Horticultural Superintendent
Department: Public Works
Pay Grade: 114 (\$55,337 – \$83,006)

GENERAL STATEMENT OF POSITION

Under limited supervision, plans, coordinates and supervises the landscaping and maintenance of parks, rights-of-way, recreation fields, streetscapes and other grounds throughout the City. Performs related work as required. **Full Job Description Attached.*

MINIMUM TRAINING, EDUCATION and/or EXPERIENCE:

Requires a Bachelor's degree in horticulture, plant science or related field, supplemented by five to six years of progressively responsible experience in landscape management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

Posted: 09/07/2022

Deadline: **Until Filled**

Angela Wimberley, IPMA-SCP, SHRM-SCP, SPHR
Deputy Director – Human Resources

City of North Charleston
South Carolina

An Equal Opportunity Employer

Job Title:	HORTICULTURAL SUPERINTENDENT	Job Code:	525
Core Comp Group	ADMINISTRATION	FLSA:	EXEMPT
Pay Grade:	114		
Effective Date	02/08/2022	Revision A: Risk	M. COLE 02/08/2022
Revision B:		Revision C:	
FOR DEPARTMENTAL/OFFICE USE ONLY			
Dept.	Maintenance and Horticulture	Dept. #	621
Location:	Public Works	EM Status:	
Reports To:	Assistant Director of Public Works		

Summary Objective

Under limited supervision, plans, coordinates and supervises the landscaping and maintenance of parks, rights-of-way, recreation fields, streetscapes and other grounds throughout the City. Performs related work as required.

Essential Functions

The essential functions listed below are those that represent the majority of the time spent working in this class. Management may assign additional functions related to the type of work of the class as necessary.

- Plans, coordinates and supervises the activities of the Landscaping Division.
- Supervises subordinate personnel and inmate workers; supervisory duties include instructing; assigning, reviewing and planning work of others; maintaining standards; coordinating activities; allocating personnel; participating in the selection of new employees; acting on employee problems; and recommending and approving employee discipline, and recommending discharge as appropriate.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Coordinates and/or provides staff training in division operations and safety.
- Develops and implements division goals, objectives, policies and procedures.
- Participates in the preparation and administration of the division's annual budget; assists in forecasting necessary funds for materials, supplies and equipment.
- Recommends programs, projects and work assignments to higher-level Public Works personnel.
- Determines work schedules to meet varying workloads or crew requirements.
- Estimates and procures materials required to complete landscaping tasks.
- Coordinates the efforts of architects, landscape architects and engineers in the development of landscape and beautification plans.
- Serves as the City's technical authority in implementing and enforcing the tree management plan.
- Monitors work in progress and at completion for compliance with policies, procedures, and standards of quality and safety.
- Conducts vehicle and equipment inspections to ensure the proper and safe working condition; initiates maintenance and repair work and/or equipment replacement as needed; assists in developing specifications for specialized equipment.
- Maintains accurate and complete work records and prepares reports as required.
- Coordinates department activities with those of other City divisions, departments and outside agencies as necessary.

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HORTICULTURAL SUPERINTENDENT

- Receives and responds to complaints from City employees and the public regarding division services; takes appropriate remedial action.
- Responds to emergency and after-hours calls as required.
- Attends training, meetings, workshops, etc., as necessary to enhance job knowledge and skills.
- Receives and reviews various records and reports including work requests, budget documents, design plans, memos, correspondence, etc.
- Prepares and /or processes work reports, performance appraisals, accident/injury reports, purchase requisitions, budget documents, schedules, and various other records, reports, memos and correspondence.
- Refers to policy and procedure manuals, codes, regulations, budgets, supply catalogs, equipment manuals, design plans, safety sheets, directories, reference texts, etc.
- Operates a vehicle, trucks, trailers, tractors, mowers, backhoe, front end loader, aerial lift, woodchipper, chain saws, various power tools; uses various landscaping and gardening tools.
- Operates a variety of office equipment such as a computer, printer, fax machine, copier, calculator, two-way radio, telephone; uses clerical and computer supplies.
- Interacts and communicates with various groups and individuals such as the immediate supervisor, other City department heads, other City employees, subordinates, City Council members, suppliers / vendors, landscape architects, architects, engineers, contractors and other outside service providers, and the general public.
- Assists with disaster / storm clean-up and recovery efforts.
- Assists in planning and setting up for City meetings and events.
- Performs general administrative work as required, including conducting and/or attending staff meetings, preparing records and reports, copying and filing documents, entering and retrieving computer data, sending and receiving faxes, answering the telephone, etc.
- May be designated to report to work during hazardous weather or emergency conditions.
- Performs related work as may be required.

Knowledge, Skills and Abilities

- Knowledge of the methods, procedures and policies of the City as they pertain to the performance of duties of the Horticultural Superintendent.
- Knowledge of the functions and interrelationships of City and other governmental agencies.
- Knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position.
- Ability to ensure division compliance with all laws and regulations and control the activities of the division through effective supervision.
- Knowledge in the areas of ornamental horticulture, landscape design, plant nomenclature, pesticide / herbicide applications and handling, basic grounds maintenance, basic mechanical maintenance and repair, budgeting, personnel.
- Knowledge of the methods, materials, tools and equipment used in landscaping and grounds maintenance work.
- Knowledge of the occupational hazards and safety precautions of the industry.
- Ability to ensure safe and effective use of equipment and tools by subordinates.
- Ability to conduct thorough inspections of work in progress to ensure compliance with applicable codes, laws, regulations, policies, procedures and standards.
- Knowledge and ability to plan, organize and direct a grounds maintenance staff.
- Ability to offer instruction and advice to subordinates regarding departmental policies, methods and regulations.
- Ability to perform employee evaluations and to make recommendations based on results.
- Has the ability to learn and utilize new skills and information to improve job performance and efficiency.
- Knowledge of modern office practices and technology; has skill in the use of computers for word processing and records management.
- Ability to handle required mathematical calculations.
- Ability to compile, organize and utilize various financial information necessary in the preparation of the division budget, and knows how to prepare and monitor the budget.

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- Ability to read and interpret blueprints and technical materials pertaining to the responsibilities of the job.
- Ability to assemble and analyze information and make written reports and records in a concise, clear and effective manner.
- Knowledge of the terminology and various professional languages used within the division.
- Ability to perform work effectively despite occasional exposure to adverse environmental conditions, including temperature extremes, wetness/humidity, rain, machinery hazards, uneven terrain, skin irritants, toxic agents, chemicals, dirt, dust, pollen, odors, electrical currents, unusual noise levels, construction / traffic hazards, etc.
- Knowledge of proper English usage, punctuation, spelling and grammar and paying attention to detail in preparing reports and correspondence. Ability to communicate effectively both verbally and in writing.
- Ability to complete assignments and be personally accountable for all equipment, computers, City vehicles and City property.
- Ability to be reliable in terms of attendance and punctuality.
- Ability to take initiative without the need of direct supervision; make sound judgement decisions in routine and non-routine work assignments and analyze problems or procedures and evaluating alternatives by selecting the best course of action.
- Ability to provide excellent customer service to all internal and external customers in the delivery of City services by following through on customer requests in a positive, courteous, timely, respectful and professional manner with the utmost integrity in the best interest of the public.
- Behave consistently regarding the City's expectations for ethical conduct and present self in a professional and positive manner and accept responsibility for actions. Makes decisions in the best interest of the City.
- Manages time and priorities effectively to achieve objectives.
- Ability to demonstrate knowledge of job and work cooperatively and effectively with customers, co-workers, and the public and establish positive working relationships by supporting the organizations decisions, goals and objectives.
- Ability to handle stressful situations and react calmly and quickly in emergency situations.

Minimum Education and Experience Requirements

Requires a Bachelor's degree in horticulture, plant science or related field, supplemented by five to six years of progressively responsible experience in landscape management, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license.

Physical Demands

Physical demands refer to the requirements for physical exertion and coordination of limb and body movement.

Tasks involve the ability to exert moderate, though not constant, physical effort, typically involving some combination of climbing, balancing, stooping, kneeling, reaching, crouching and crawling, and which involves the lifting, carrying, pushing and/or pulling of items of moderate weight and occasionally heavy items.

Unavoidable Hazards (Work Environment)

Unavoidable hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

- Involves routine and frequent exposure to:
 - bright/dim light; dusts and pollen
 - extreme heat and/or cold; wet or humid conditions
 - extreme noise levels; animals/wildlife;
 - vibration; fumes and/or noxious odors;
 - traffic; moving machinery;
 - electrical shock; heights;

Special Certifications and Licenses

- Valid South Carolina Driver's License

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Americans with Disabilities Act Compliance

The City of North Charleston is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Standard Clauses

This position may be required to be on call during emergency disasters and subject to 24-hour shifts or other emergency schedule that is necessary to meet the City's needs.

May be required to work nights, weekends and holidays to meet the business needs of the City.

This job description is not designed to cover or contain a comprehensive listing of essential functions and responsibilities that are required of an employee for this job. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Essential Safety Functions

It is the responsibility of each employee to comply with established policies, procedures and safe work practices. Each employee must follow safety training and instructions provided by their supervisor. Each employee must also properly wear and maintain all personal protective equipment required for their job. Finally, each employee must immediately report any unsafe work practices or unsafe conditions as well as any on-the-job injury or illnesses.

Every manager/supervisor is responsible for enforcing all safety rules and regulations. In addition, they are responsible for ensuring that a safe work environment is maintained, safe work practices are followed, and employees are properly trained.