

Job Class Profile: Horticulture Technician**Pay Level: CG-26 Point Band: 490-533**

Factor	Knowledge	Interpersonal Skills	Physical Effort	Concentration	Complexity	Accountability & Decision Making	Impact	Development and Leadership	Environmental Working Conditions	Total Points
Rating	3	3	4	3	3	2	2	4	4	
Points	140	50	25	14	90	43	41	86	43	532

JOB SUMMARY

The Horticulture Technician performs technical work in supervising the operation and maintenance of greenhouses, cold-frames and hot-beds for propagation, cultivation and disposition of flowers, shrubs, trees and other plant material and developing landscape designs and selecting vegetative material to meet design specification and microclimate conditions.

Key and Periodic Activities:

- Liaises with clients to obtain basic concept of their landscape requirements and maintains effective liaison to ensure requirements are being met and maintained.
- Interacts with prospective clients regarding revenue generating contracts.
- Oversees the procurement of planting and maintenance of material to fulfill the requirements of landscape plan.
- Assists in the planning/preparation of annual maintenance and landscaping projects.
- Supervises gardeners and labourers in planting and pruning operations and all other aspects of landscape design; explains and assigns tasks for employees and provides training when required; explains and demonstrates methods and techniques of flower and plant culture.
- Operates and maintains greenhouses, cold-frames and hot-beds, including the physical maintenance such as painting and general repairs; operates environmental controls and develops fertilization regimes; controls and adjusts temperature, ventilation and light intensity; feeds, propagates, transplants, prunes annual and perennial plants.
- Inspects plants for diseases and pests and takes measure to control; ensures that proper pest controls are employed under the guidelines of relevant legislation.
- Selects trees, plants and other landscaping materials from local and out-of-province companies to fulfill landscaping commitments.
- May plan and oversee the maintenance of indoor plants in various public and private buildings.
- Determines logistical requirements and co-ordinates procurement.
- Performs snow clearing operations.
- Acts in absence of Park Maintenance Supervisor when on leave.

SKILL

Knowledge
<p>General and Specific Knowledge:</p> <ul style="list-style-type: none"> — Knowledge of landscape design and greenhouse management. — Knowledge of propagation and cultivation techniques. — Knowledge of insect, pest and weed control methods. <p>Formal Education and/or Certification(s):</p> <ul style="list-style-type: none"> — Minimum: High School Diploma supplemented with Post-Secondary training in Landscape Design and greenhouse management. <p>Years of Experience:</p> <ul style="list-style-type: none"> — Minimum: 4 - 5 years <p>Competencies:</p> <ul style="list-style-type: none"> — Ability to apply established techniques. — Ability to coordinate a range of related work or project activities. — Ability to develop new solutions to deal with problems. — Ability to supervise staff.
Interpersonal Skills
<ul style="list-style-type: none"> — A range of interpersonal skills such as listening, asking questions, providing routine and specialized information are used when liaising with supervisor and staff to determine ground maintenance requirements. Required to instruct staff in planting and other horticulture techniques and gain the cooperation of others to complete work. — Most significant contacts are: supervisor (to assist with planning/preparation of annual landscape and maintenance projects); gardeners/labourers (to assign and monitor work); and other staff (for procurement of material, etc.).

EFFORT

Physical Effort
<ul style="list-style-type: none"> — The demands of the job occasionally result in considerable fatigue, requiring periods of rest. — Lifting up to 25 lbs. or moving objects over 50 lbs such as trees, landscape tools and equipment (lawnmowers, tillers) and/or plant material is occasionally required. Also required to lift or move items such as plants, shrubs, seed, fertilizer, watering hoses and containers. — The use of fine finger/precision work to plant seed and demonstrate techniques to other staff is occasionally required. — Standing and walking are constantly required in performing tasks and activities; driving is occasionally required to visit landscape sites and oversee work of staff. — Occasionally work in awkward or cramped positions or require body movement such as bending, stretching and reaching when performing landscape work such as planting, watering, weeding, etc.
Concentration
<ul style="list-style-type: none"> — Visual concentration is required when designing landscape plans and when planting and

weeding flowers.

- **Auditory** demands are experienced when working around noisy machinery such as tractors, lawn mowers, pruning equipment, tillers, etc., and communicating or interacting with staff.
- **Other sensory demands** such as touch is important to determine if plants need watering.
- **Time pressures and deadlines** are experienced when preparing landscape plans for clients and preparing gardens for special functions. **Interruptions and lack of control over work pace** are experienced when equipment breaks down or if poor weather conditions are experienced.
- **Higher than normal level of attentiveness/alertness** is required when working around equipment.
- Use of a variety of tools and equipment requires **eye/hand coordination**.
- **Exact results and precision** are required when transplanting seedlings and when weeding flowers.

Complexity

- Tasks range from repetitive/well defined (instructing staff in propagation, cultivation and planting techniques) to different but related (assisting with landscape and maintenance plans). Also have supervisory responsibility for staff.
- Required to keep abreast of trends and developments in the use of pesticides and other chemicals, as well as products and methods established for pest and weed control purposes.
- Challenges/problems/issues can be addressed by referring to policies and procedures, horticultural literature and discussion with supervisor.

RESPONSIBILITY

Accountability and Decision-Making

- Work tasks and activities are generally prescribed or controlled.
- Works independently and follow policies, procedures and instruction relevant to operation and maintenance activities. Ensures work is conducted in accordance with prescribed standards.
- Must exercise discretion and judgement when dealing with clients.

Impact

- Impacts are felt internally within the immediate work area/department/organization as well as externally with clients and the general public. Resources affected include finances, facilities (grounds) and corporate image as landscaping is performed for a variety of public buildings.
- The consequences of a mistake or error can impact the above noted people and resources if proper propagation techniques are not applied, resulting in decrease in revenue.

Development and Leadership of Others

- Typically responsible for ongoing supervision for a small size work group of employees (1 to 4).
- Provides on-the-job advice/guidance, direction, feedback, providing input for performance assessments, orientation to new employees, on-the-job training, acting as a technical mentor and delegating/allocating tasks.

WORKING CONDITIONS**Environmental Working Conditions**

- Safety equipment such as hard hats, boots, masks and gloves are required.
- There is limited likelihood for injuries or illnesses resulting from hazards given that all safety precautions are followed.
- Travel is required on an occasional basis to visit landscape sites and oversee work of staff.
- Exposure to unusual/distracting noise, dirt, dust, glare, fumes, hazardous chemicals, toxic or poisonous substances, wet or slippery surfaces, awkward or confining spaces, temperature extremes, sharp objects, heavy equipment/machinery and adverse weather conditions occurs on a regular basis.