

## **EAST BAY REGIONAL PARK DISTRICT**

### **PARK SUPERVISOR/HORTICULTURE SPECIALIST**

#### **GENERAL FUNCTION**

Under general supervision, to supervise and perform skilled horticultural work and maintenance of the physical features and structures of the District's native plant Botanic Garden; and to perform other work related to the Garden's day to day operation and appearance.

#### **ESSENTIAL FUNCTIONS**

This position performs, and supervises performance of, the tasks necessary to collect, grow and maintain native plants in the District's Botanic Garden. The essential functions to accomplish this may include, but are not limited to, the following: supervises, evaluates, trains and develops garden staff; works with employees to promote good performance, correct deficiencies, implement discipline procedures if necessary; supervises seasonal staff, special crews and volunteers; develops and monitors garden contracts; determines and orders supplies, materials and equipment; manages and maintains the Garden nursery and greenhouse; maintains trees, landscaping and structures for aesthetics, practicality and safety; performs gardening duties, integrated pest management, field collection and botanical-accession curation.

#### **OTHER FUNCTIONS AND DUTIES**

Other tasks related to this position will include: assists Botanic Garden Supervisor with supervision of clerical staff, budget and administration, landscape planning, special events and other public interface efforts; may provide technical advice to park personnel on request; performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education: Equivalent to completion of the twelfth grade, and

Experience: Two years of experience in the District classification of "Gardener" or four years of appropriate experience in the District classification of "Park Ranger II", or

Five years experience as a hands-on horticultural professional.

Substitution: College-level course work in botany or horticulture may substitute for all but two years of experience on the following basis: each applicable three unit semester course is equivalent to three months work experience.

#### **KNOWLEDGE, SKILLS & ABILITIES**

Thorough knowledge of California flora and California native horticulture; related knowledge of corollary support systems for the plants, soils, irrigation systems, pest management, etc. Basic carpentry, plumbing, and masonry skills. Ability to safely use small caliber firearms, for the purpose of pest control, is desirable. Ability to supervise, train, develop and motivate subordinate staff. Ability to perform the following essential functions: understand and apply District, departmental and Garden policies and procedures; think clearly and apply logic and common sense to problem solving; communicate clearly, concisely and effectively, both orally and in writing; walk on steep, uneven terrain, bend, stoop, kneel, dig, pull, lift up to 50 pounds; establish and maintain positive and cooperative working relationships with those contacted in the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal and external customers.

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SPECIAL CONDITIONS OF EMPLOYMENT

A valid California driver's license is a condition of initial and continued employment in this classification. This position may be required to work unusual hours, weekends and holidays. The Park Supervisor/Horticulture Specialist is required to wear a District uniform and must be able to use a respirator in accordance with CAL-OSHA regulations.

Reports To: Botanic Garden Supervisor

Supervises: Gardeners, seasonal student help, outside crews and volunteers; co-supervises clerical staff.

Employment Category: AFSCME, Salary Range \$3,816.16 - \$4,172.43/mo. (Effective 3/25/00)  
Approved by General Manager: April 7, 1997  
Revision Approved by General Manager: February 18, 2010