



**Title: Horticulturist**

Department: Horticulture

Reports to: Curator

Supervisor of: None

FLSA Status: Non-Exempt

Classification: Full-time, Hourly (maximum 40 hours per week)

**Position Summary:**

This position will work with a team of Horticulturists to maintain high profile landscapes of assigned gardens within the Tulsa Botanic Garden including planting, lawn areas, pathways, water features and irrigation systems. This position will be expected to work alongside volunteers.

**Essential Job Responsibilities:**

- Maintain plant collections according to the planting design, including weeding, pruning, mowing, string trimming, watering, hedging, mulching, deadheading, fertilizing, etc.
- Assist in the maintenance of garden features, including paved and grit pathways, water features and irrigation systems
- Work as part of a team to install new plantings and seasonal change-outs
- Assist in the proper documentation of all new plantings, removals, deaths and placing accession tags and display labels
- Safe and responsible use of all garden tools, including maintenance and prompt reporting of equipment issues
- Proper use and wear of recommended PPE (personal protective equipment) including, but not limited to, hearing protection, safety glasses, gloves, or face shields while using specialty equipment
- Assist with implementing IPM (Integrated Pest Management), pest scouting, and disease prevention, including the use of pesticides and herbicides
- Perform physical gardening work that is associated as part of a routine outdoor job in horticulture in the south-central U.S.
- Work with other horticulture staff to plan, install, and take down the annual holiday light display, including wrapping trees with lights, constructing special features, lifting/operating ladders, etc.
- Maintain and convey a working knowledge of ornamental plants, including trees, shrubs, vines, herbaceous perennials, annual bedding plants, and tropicals
- Project appropriate professional abilities and behavior at all times, including interacting with guests and answering questions for visitors
- Assist with special events and programs as needed, including seasonal nights and weekends
- Perform other assigned tasks related to the position

**Minimum Job Qualifications and Competencies:**

- Previous Horticulture or public garden experience (minimum 2 years) and/or applicable degree/certifications
- Microsoft and Windows familiarity
- Valid Driver's License
- Valid Oklahoma Pesticide Applicators License or ability to obtain within six (6) months
- Ability to handle landscape maintenance equipment
- Team focused with the ability to follow directions and work individually as needed
- Must possess plant identification knowledge and remain up-to-date on industry trends
- Willingness to take initiative and have a passion for the job
- Must be motivated, self-driven and detail oriented

**Working Conditions and Environmental Exposures:**

The position is primarily an active, outdoor position that will include repetitive bending, stooping and squatting with occasional climbing, kneeling or crawling. General duties of the position will require manual dexterity such as grabbing, twisting and digging as well as the ability to handle small seeds and manipulate and operate hand tools. While performing the duties of this job, the employee will have exposure to outside weather conditions and uneven, unpaved terrain. The noise level in the work environment is usually moderate but could be very loud depending on the task (appropriate PPE should be properly worn during the tasks). The employee will be asked to lift and move 50+ pounds.

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.

**Disclaimer:**

Supervisors reserve the right to assign or reassign duties and responsibilities to this job at any time. The job description is not intended to be an exclusive or all-inclusive inventory of the duties required of an employees nor is it intended to be an employment contract.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_