



Minneapolis
Park & Recreation Board

MINNEAPOLIS PARK AND RECREATION BOARD
invites applications for the position of:

Horticulture Supervisor

SALARY: \$31.98 - \$37.78 Hourly
\$66,518.40 - \$78,582.40 Annually

OPENING DATE: 02/13/18

CLOSING DATE: 03/13/18 04:00 PM

ROLE SUMMARY:

Oversee, manage, and provide essential horticultural insight for the landscape and turf of the MPRB system. Responsible for making system wide decisions regarding turf maintenance practices, herbicide and pesticide use and to additionally assist in large-scale landscape design input, the management of day-to-day gardening operations, and the system wide education and training of staff on modern, sustainable horticultural practices.

DUTIES:

Performs under the general supervision of Assistant Director of Asset Management, and is responsible for, but not limited to, the following duties:

Essential Duties:

- Responsible for the overall city wide horticultural activities for all MPRB landscapes, turf and formal gardens and flower beds.
- Effectively organize daily work projects, assign work to staff, coordinate work activities, and oversee quality of work assignments. Coordinate integrated pest management (IPM) for MPRB system using sound IPM principles to minimize environmental impact. Manage use of pesticides and herbicides, providing technical insight to the public and MPRB team on chemical usage. Proactively research and develop quality and effective alternative organic turf programs and sustainable horticulture and maintenance methods and developing implementation plans for such practice.
- Effectively communicate in a timely manner with the general public, special interest groups, and neighborhood associations the MPRB's work with herbicide and pesticide programs.
- Effectively hire, train, supervise, coach, evaluate and monitor MPRB gardener staff in performance of their duties and in proper use of equipment.
- Effectively train staff to allow them to fully perform job requirements
- Enforce Park Board policies, procedures and work/safety rules in a fair and equitable manner. Conduct regular inspections on quality of work completed and follow-up with staff on work.
- Establish and maintain an effective, respectful, and productive work environment and encourage professional development for all employees.
- Strategically work variable hours, weekends, evenings and holidays including working on-site during programs to support and evaluate program delivery.
- Train and educate field staff (gardeners, seasonal, maintenance) on sustainable and efficient horticulture practices.
- Communicate and consult with golf management, management analysts, planners and various operations staff on turf management, sustainable and efficient horticulture practices..
- Work with Environmental Stewardship Volunteer Coordinator to serve as point of contact and assist in coordination of horticulture-related volunteer projects in Asset Management Department.

- Facilitate community involvement and input on neighborhood projects.
- Review annual plant orders submitted by Gardeners to ensure quality of perennials, annuals and grasses.
- Provide technical and educational insight on weeding, tilling, mowing, pruning, soil improvement, and other mechanical practices associated with parks landscape.
- Serve as a technical advisor and resource for the MPRB on invasive species eradication and restoration projects.
- Prepare, recommend and manage approved Environmental Stewardship horticulture budget within budget limits, coordinating purchasing, including developing bid specifications, preparing contracts and preparing annual bids for equipment, grass seeds, pesticides, fertilizer and all plants for the gardens, as well as approving and processing payments.
- Traveling to and from various sites to perform job duties.

Related Work:

- Work with planners and management analysts to assess large-scale issues associated with field and landscape management of the parks.
- Prepare and file accurate and timely reports to ensure compliance with applicable regulations
- Ensure that the Americans with Disabilities Act regulations are met or exceeded where applicable.
- Effectively respond in a timely manner to administrative requests.
- Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Establish and maintain effective, respectful, and productive working relationships with a diverse customer base and in a diverse work environment.
- Negotiate and meet deadlines and prioritize issues, identifying which issues require immediate attention and taking effective and appropriate action based on that determination.
- Demonstrate respect and sensitivity for cultural differences
- Perform related work as assigned and adapting daily work to the changing needs of the park system.
- Serve actively on MPRB committees to ensure that safety, maintenance, planning and recreation services complement and support each other in addressing community interests, issues and needs, and are in alignment with the mission, vision, values, goals and objectives of the MPRB.
- Work proactively to resolve problems and conflicts that surface.
- Keep supervisor promptly informed of matters as they relate to the department, division and MPRB.
- Perform related duties as apparent or assigned.

REQUIREMENTS:

Minimum Qualifications

Training and Experience

- Bachelor's degree from an accredited college or university with a major in horticulture, natural resources, landscape maintenance or related field.
- Increasingly responsible experience in horticulture, floriculture, plant collection maintenance or landscaping: at least five (5) years
- Increasingly responsible experience demonstrating horticulture program leadership: at least three (3) years
- Experience supervising others: at least three (3) years.
- Experience supervising union employees: at least one (1) year (preferred).

Licensing Requirements

- Valid driver's license and safe driving record

- Minnesota Department of Agriculture (MDA) Pesticide Applicator License Required, or ability to attain license within 6 months of hire

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, driving, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.
- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- The ability to safely operate a motor vehicle as incumbents are subject to local travel to and from work locations.
- The ability to remain in a sitting or standing position for extended periods of time.
- The incumbent may be required to traverse on rough, uneven terrain, as well as wet and slippery surfaces and to ascend and descend ladders to access work areas.

Other Qualifications **Knowledge of**

- Regional plant taxonomy, morphology and ecology.
- Best practices regarding pesticides and herbicides.
- Best practices for invasive species and control measures.
- Standard mowing, tilling and weeding best practices.
- Integrated Pest Management (IPM).
- Proper use, care and safety requirements of the tools and equipment.
- Occupational health and safety practices including OSHA / MNOSHA compliance.
- Pertinent federal, state, county and city laws, ordinances and regulations.
- Outstanding customer service principles, practices and standards for serving a diverse customer base.
- Geographical knowledge of the City of Minneapolis and Minneapolis Park System.
- Duties, responsibilities, and protocols for leading the activities of a work team.
- Cultural competence in engaging with people from diverse communities.
- Contemporary marketing principles and practices for diverse customer base.
- Cultural competence in engaging people from diverse communities.

Skills and Ability to:

- Garden, mow, till and other various field best practice skills.
- Intermediate computer skills, MS Office applications.
- Work outdoors and perform tasks with exposure to outdoor weather.
- Perform simple arithmetic and understand basic mathematical calculations for activities such as purchasing supplies.
- Supervise, lead, train and coordinate the work of others in a professional, efficient and effective manner.
- Interpret work orders or direction and explain jobs to other employees.
- Work independently in the absence of an on-site supervisor.
- Communicate effectively, both verbally and in writing, with a diverse workforce and public.
- Maintain a polite demeanor when confronted by an upset resident or employee; ability to handle a verbal confrontation professionally and calmly.
- Listen effectively to thoroughly understand the intended message.
- Effectively solve problems and practice good decision making that is consistent with the mission, goals and values of the MPRB.
- Establish and maintain effective, respectful and productive working relationships in a culturally diverse work environment.
- Understand and follow work rules, policies and procedures.
- Motivate and provide positive feedback to a crew, work in a team environment and adapt to changing conditions and situations.

- Work based on seasonal needs and hours of operation that may include days, nights, holidays and weekends.
- Provide outstanding customer service to both internal and external customers with a diverse customer base.
- Effectively and expediently solve problems at multiple locations throughout the city, providing on-site coaching and resolution.
- Negotiate and meet deadlines and prioritize issues, identifying which issues require immediate attention and taking effective and appropriate action based on that determination.
- Demonstrate respect and sensitivity for cultural differences.

Equipment:

Motor vehicle, landscaping tools, mowing and weeding equipment, asset management software system, computers, basic office equipment.

ADDITIONAL INFORMATION:**CRIMINAL BACKGROUND CHECK REQUIREMENT:**

A criminal background check is necessary for positions with this job title. Upon receiving a conditional offer of employment, the applicant will be asked to sign an informed consent allowing the Minneapolis Park and Recreation Board to obtain their criminal history in connection with the positions sought. View the MPRB Background Check Policy at https://www.minneapolisparcs.org/_asset/9585u2/2013-Background-Check-Policy.pdf

SELECTION PROCESS:

To apply for this full-time civil service position, applicants must complete an online application with supplemental questions at www.minneapolisparcs.org/jobs. The examination/selection process for this position will consist of a rating of training and experience based on application materials and supplemental questions (30%) and an oral examination (70%). Minimum passing score for each testing component and as an overall score is 70.00. Because the rating of training and experience is based on application materials and supplemental questions, applicants are encouraged to be complete and thorough in their answers. Applicants may choose to attach a cover letter or resume to their application; however it is not a substitute for the completed application and supplemental questions. Late applications will be rejected. HR reserves the right to limit the number of people invited to successive testing events. Eligible list will expire in six (6) months.

The MPRB is an Equal Opportunity Employer

The MPRB is a tobacco-free workplace and park system

Service Department: Asset Management

Accountable to: Park Operations Manager

FLSA Status: Exempt

Union Status: Non-Represented

Grade: 8

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.minneapolisparcs.org>

Position #REQ00255
HORTICULTURE SUPERVISOR
CS

2117 West River Rd N
Minneapolis, MN 55411
612-230-6429

hr@minneapolisparcs.org

Horticulture Supervisor Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree in horticulture, natural resources, landscape maintenance or closely related field?
 Yes No

- * 2. If yes, list type of degree and field of study. If no degree, list "none":

- * 3. Indicate your years of experience in horticulture, floriculture, plant collection maintenance or landscaping:
 No experience
 Less than 5 years experience
 5 or more years experience

- * 4. Indicate your years of experience demonstrating horticulture program leadership:
 No experience
 Less than 3 years experience
 3 or more years experience

- * 5. Indicate your years of experience supervising others:
 No experience
 Less than 3 years experience
 3 or more years experience

- * 6. Do you possess a valid driver's license?
 Yes No

- * 7. Do you have at least 3 years experience supervising unionized employees?
 Yes No

- * 8. Do you possess a Minnesota Department of Agriculture (MDA) Pesticide Applicator License?
 Yes No

- * 9. Describe in detail your experience managing horticulture related work projects and assigning work duties to staff. Include years of experience and where you gained this experience. If no experience, list "none":

- * 10. Describe in detail your experience training and educating field staff on sustainable and efficient horticulture practices. Include years of experience and where you gained this experience. If no experience, list "none".

- * 11. Describe in detail your experience preparing, recommending and managing budgets. Include experience coordinating purchasing, developing bid specifications and preparing contracts. If no experience, list "none":

- * 12. Describe in detail your experience making system wide decisions regarding turf maintenance practices, herbicide and pesticide use and day-to-day gardening operations. If no experience, list "none":

* Required Question