



Job Description | Horticulturist

Date April 2021	Department Tree Operations	Location Washington, D.C.
Classification Full-Time, Exempt	Employment Terms At Will	Reports to Managing Arborist

Summary

The Horticulturist is responsible for the management and smooth execution of Casey Trees' garden design, construction and installation programs on both public and private lands. This incumbent designs, schedules, installs and oversees installations of gardens year-round, responding to referrals from residents, local government, industry partners and others. The Horticulturist also coordinates spring, fall and winter plantings to flow seamlessly with other tree planting activities and events.

General Functions

- Manages planting initiatives such as rain gardens, RiverSmart Homes BayScapes, and others
- Fields planting requests; conducts pre- and post-site visits; recommends plant species w/in Casey Trees' guidelines; submits procurement requests; schedules/confirms planting of tree(s); conducts follow-up site visits, etc.
- Assists the Director of Tree Operations with program monitoring, planting evaluation and program enhancement
- Responds to public inquiries, conducts community outreach, teaches classes, and assists with organization-wide activities and related events
- Maintains and cultivates relationships with individuals, organizations, and groups to engage, educate and involve them in Casey Trees' mission
- Attends community meetings to promote CT activities and events
- Communicates and distributes information/promotional materials including flyers, brochures, publications, press releases, etc.
- Provides support for trainings, classes, workshops, tours, demonstrations, etc.
- Collaborates across the organization to execute grants, contracts, programs and activities
- Demonstrates professionalism and models positive behaviors for staff and volunteers
- Provides clear direction and feedback for Tree Operations staff to ensure superior quality of work and on-time completion
- Promotes a safety culture by coordinating trainings and eliminating/controlling hazardous conditions resulting from human error, equipment and machine operations that may lead to human injury and/or property damage
- Adheres to organizational policies and procedures including, but not limited to attendance, timeliness, conduct, professionalism, appearance, customer service, etc.
- Connects people to trees

Technical Skills

- Horticulture, garden design, garden maintenance, plant care, IPM
- Arboriculture, forestry, urban forestry
- Use and maintenance of handheld motorized equipment

Competencies

- Self-Motivation
- Safety Orientation
- Customer Focus
- Sales/Communication
- Communication Proficiency
- Problem Solving

Working Conditions

The incumbent works in the office and in the field. Must be able to use equipment such as (not an exclusive list): desktop computer; smart phones; automobile; pickup truck with trailer; small, motorized equipment; various hand tools such as shovels, rakes, saws, ladders, and pruning shears, etc.

Physical Demands:

- Use of equipment and lifting to plant and maintain trees
- Working outside year-round in the heat, cold and inclement weather
- While performing the duties of this job, the incumbent is frequently required to sit, talk and hear. The incumbent is constantly required to use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to climb, balance, stoop, kneel, crouch, crawl and walk. The incumbent is occasionally required to lift and/or move up to 60 pounds frequently and occasionally up to 80 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and the ability to adjust focus.
- The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.

Position Type/Expected Hours of Work

This is a full-time, exempt position, averaging 40 hours a week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local, although some out of the area travel and overnights may be expected.

Required Qualifications

- Associates degree in horticulture/related discipline, or an equivalent of training and experience. Bachelor's degree preferred.
- Knowledge of arboriculture and urban forestry
- ISA Certified Arborist credential upon hire, or within the first year of employment
- Knowledge of Integrated Pest Management (IPM); ability to obtain pesticide certification within 18 months of hire.
- Valid driver's license, clean driving record, ability to safely drive work vehicles including a pickup truck and trailer
- Knowledge of native and ornamental shrubs, perennials, and grasses
- Knowledge of design software, preferably Adobe InDesign
- Knowledge of, and ability to learn GIS, Salesforce, Eventbrite, and Microsoft Office
- Ability to manage multiple projects and meet deadlines in a fast-paced environment
- Knowledge of garden and landscape construction, stock type and sizes, selection, nursery operations, ANSI standards, etc.
- Professional demeanor; excellent interpersonal skills; strong written and oral communication abilities, and; the ability to positively and professionally interact and work with diverse audiences such as homeowners, volunteers, and professionals
- Ability to work both independently as well as in a team environment

Acknowledgement and Signature

This is a general overview of the functions and requirements for this position. It does not contain a comprehensive list of activities, duties or responsibilities that are required, or list everything the incumbent may encounter for this job. Your supervisor may assign other duties as deemed necessary, and duties,

responsibilities and activities may change at any time with or without notice. The employee's signature below constitutes their understanding of the requirements, essential functions, and duties of the position:

Employee Name & Signature

Date

HR Representative Name & Signature

Date