CIVIL SERVICE JOB ANNOUNCEMENT

Civil Service Department, Suite 569, City County Bldg, 400 Main Street, Knoxville, TN 37902 (865) 215-2106.
Web: www.knoxvilletn.gov

4045 Horticulture Services Manager
8/25/21
(Entry-Level and Promotional)

Drug testing may be required

ENTRY-LEVEL SALARY: $ 52,604 annually
PAY GRADE RANGE: $ 52,604 - $ 80,115 annually (Pay Grade 9)

Starting and promotional salaries will be determined based upon applicant qualifications and in accordance with Civil Service Merit Board Rules and Regulations.
The City of Knoxville requires as a condition of employment that all newly employed individuals, former employees that have been re-hired, or employees promoted to a new classification will receive their paychecks by way of automatic direct deposit.

The City of Knoxville only accepts online applications. To apply, go to http://www.knoxvilletn.gov/jobs. You must complete ALL APPLICABLE SECTIONS of the application. DO NOT LEAVE SECTIONS BLANK SIMPLY BECAUSE THAT INFORMATION APPEARS ON YOUR RESUME. Doing so could result in your application being deemed incomplete. If you need assistance submitting an application, you may visit the Civil Service office at the address listed above.

The following documents MUST be submitted online by 4:30 p.m. on: Monday, September 6th, 2021.

- Completed City of Knoxville Online Application
- Detailed Resume (upload and attach to your online application)
- College Transcripts (upload and attach to your online application if applicable)
- If you have questions regarding your application or need help applying, please email Lpeck@knoxvilletn.gov before the posting deadline.

JOB DESCRIPTION: Please See Attached Position Description

MINIMUM REQUIREMENTS

Unless stated otherwise, applicants must possess and/or meet the following minimum requirements prior to the application deadline.

- Only current City Employees may apply and must have completed initial Civil Service probationary period and have received a satisfactory performance rating on their last evaluation to receive promotional only positions.
- Must possess a High School diploma or GED equivalent.
- Ability to obtain an appropriate Driver's License as required by State Law.
- At least five (5) years of experience in public works management as a foreman, manager, town manager, etc. OR five (5) years of experience as the owner/manager of a landscaping company or firm

Applicants must also meet at least ONE of the below criteria:

- Bachelor's degree from a CHEA accredited college or university in horticulture, plant sciences, landscape architecture, urban planning, public administration, or a related field.
- Associate's degree from a CHEA accredited college or university in horticulture, plant sciences, landscape architecture, urban planning, public administration, or a related field AND at least five (5) years of experience performing horticulture, landscaping, grounds maintenance or comparable activities
- At least fifteen (15) years of experience performing horticulture, landscaping, grounds maintenance or comparable activities

PREFERRED QUALIFICATIONS

The hiring authority may give preference to candidates possessing Bachelor's and/or advanced graduate degrees in the fields of horticulture, plant sciences, landscape architecture, urban planning or public administration.

EXAMINATION:

The testing procedure consist of a written exam (53% of total score) and a Training and Experience Questionnaire (47% of total score). You must pass both components. The written exam areas include: Job Hazards & Safety; Record Keeping & Software; Landscaping; Nursery Stock; Plant Treatment; Growing Conditions; Interpreting Technical Information; and Mathematics.

Note: Background checks will be conducted.

The City of Knoxville does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, veteran status, disability, gender identity, genetic information, or sexual orientation in employment opportunities.
GENERAL DESCRIPTION
Under administrative direction, responsible for planning, organizing, assigning, performing, supervising, and inspecting the work of skilled, semi-skilled, and unskilled workers in grounds maintenance and horticultural tasks.

ESSENTIAL FUNCTIONS
Plans and coordinates the activities of division personnel in order to ensure the successful completion of horticulture-related programs and projects; prepares/approves work schedules and makes assignments; consults daily with subordinates in order to issue work orders and receive updates on the status of ongoing projects.

Supervises the activities of subordinates in the performance of their assigned duties; evaluates subordinates’ performance and completes performance appraisals; monitors the activities of subordinates in order to ensure adherence to departmental rules and regulations, safety procedures, etc., and takes corrective action (e.g., disciplinary action) as needed; maintains order and control of subordinates, and counsels them as needed.

Completes necessary forms in order to obtain adequate supplies and equipment, provide permanent records, document compliance with state and/or federal regulations, etc.; reviews reports and records such as time sheets, attendance records, etc.; monitors division budget, reviews budget reports, submits annual capital and new funding requests, etc., reviews, monitors and assures compliance with contracts for third party maintenance throughout the City.

Monitors/inspects work of horticulture crews to ensure that assigned projects are being completed appropriately; monitors providers of contracted services such as mowing and tree planting to ensure contract compliance; inspects landscape installations to ensure conformance to plans and specifications.

Trains subordinates by explaining and demonstrating procedures, instructing in the use and care of equipment and supplies; attends in-service or other training sessions as required to learn or review regulations or technology related to horticulture.

Establishes and maintains good relations with subordinates, peers, supervisors, and the public; coordinates with other city personnel and/or departmental representatives to perform tasks necessary to accomplish special projects, set up special events, etc.; explains policies and procedures and provides other requested information and/or assistance to the public as needed.

Confers with Director, Parks and Recreation, and multiple other departments to ascertain grounds maintenance needs for special projects.

Makes selection of and purchases plants, pesticides, fertilizers, herbicides, mulches, and other items necessary for horticultural development.

MARGINAL FUNCTIONS
Consults with experts in fields related to horticulture.

Designs landscape plans; supervises personnel and equipment in carrying out landscape program.

Talks with civic organizations and garden clubs about projects.

Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES
Knowledge of job hazards, specific accident prevention measures, and specific procedures for the safe use of tools and equipment; knowledge of safety procedures to be observed when working in and around traffic and rights-of-way; knowledge of general workplace safety standards, procedures, and regulations; knowledge of procedures to follow when accidents and/or emergencies occur.

Knowledge of procedures and requirements for the proper completion of general administrative record keeping forms and reports; knowledge of the appropriate distribution, maintenance and locations of records and reports. Ability to utilize basic software packages such as Microsoft Word, PowerPoint, and Excel. Ability to establish and achieve work-related goals and objectives; ability to plan and coordinate work to accomplish established objectives; ability to plan and implement courses of action necessary to eliminate backlogs, streamline operations and accomplish work more efficiently.

Knowledge of the principles, practices, problems, and methods of landscaping.

Knowledge of the methods, materials, tools, and practices used in the propagation, planting, transplanting, digging, and cultivation of nursery stock.

Knowledge of the methods and practices of treating plants and trees for blights, fungi, insects, parasites, and diseases. Knowledge of optimum conditions for growing all types of nursery stock, shrubs, plants, flowers, and trees.
Ability to demonstrate professionalism in one’s speech and overall personal demeanor; ability to orally communicate ideas and information in a clear and concise manner to a variety of individuals; ability to solicit input and information from subordinates, peers, supervisors, the public, etc.

Ability to effectively communicate ideas and information in writing through a variety of memoranda, simple reports, and forms, etc.; ability to use appropriate business English (e.g., grammar, spelling, etc.) in the completion of all reports and correspondence.

Ability to read and comprehend a variety of technical information regarding horticulture, rules and regulations, equipment specifications, and/or other written material of a similar or related nature.

Ability to assign and supervise the work of skilled, semi-skilled, and unskilled workers.

Knowledge, Skills, and Abilities Cont’d

Ability to plan and devise ornamental, natural, and formal landscaping patterns.

Ability to estimate costs, labor, time, and materials.

Physical Requirements

This position consists of primarily light work, requiring the incumbent to exert up to 20 pounds of force occasionally, and/or 10 pounds (or less) of force frequently, in order to lift/carry, push/pull, or otherwise move objects. The job usually requires walking or standing to a significant degree. A description of the specific physical requirements associated with this position is maintained on file in the Human Resources office for review upon request.

Mental Requirements

Uses logic and/or scientific thinking to define problems, collect information, establish facts, draw conclusions, devise, and implement policies and regulations, and to manage and coordinate multiple programs or projects. A description of the specific mental requirements associated with this position is maintained on file in the Human Resources office for review upon request.

Minimum Requirements

Must possess a High School diploma or GED equivalent.

Ability to obtain an appropriate Driver’s License as required by State Law.

At least five (5) years of experience in public works management as a foreman, manager, town manager, etc. OR five (5) years of experience as the owner/manager of a landscaping company or firm

Applicants must also meet at least ONE of the below criteria:

Bachelors degree from a CHEA accredited college or university in horticulture, plant sciences, landscape architecture, urban planning, public administration, or a related field.

-OR-

Associates degree from a CHEA accredited college or university in horticulture, plant sciences, landscape architecture, urban planning, public administration, or a related field AND at least five (5) years of experience performing horticulture, landscaping, grounds maintenance or comparable activities

-OR-

At least fifteen (15) years of experience performing horticulture, landscaping, grounds maintenance or comparable activities

Preferred Qualifications

The hiring authority may give preference to candidates possessing Bachelors and/or advanced graduate degrees in the fields of horticulture, plant sciences, landscape architecture, urban planning or public administration.