City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Greenhouse Specialist</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>GHSP</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU06</td>
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<tr>
<td>Date Revised:</td>
<td>12/14/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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General Summary: This position is responsible for assigning, supervising and inspecting the work of workers engaged in all beautification projects in City Parks, Right of Ways (ROW) and public areas.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Designs flower beds and displays.
- Manages and maintains greenhouse.
- Plans and organizes flower bed preparation and maintenance.
- Maintains all municipal streetscapes and planting areas.
- Transplants seedlings to designated flower beds.
- Diagnoses plant diseases and other problems and dispenses fertilizers, fungicides, pesticides and other remedies as appropriate.
- Meets with groups to conduct greenhouse tours, programs and advises the public on horticultural practices.
- Maintains records and completes reports.

Qualifications:

Education and/or experience:

Associate’s degree or equivalent from two-year college or technical school in horticulture related field and/or two years’ experience in greenhouse or nursery growing activities, or demonstrated knowledge of practices, procedures, techniques and methods of growing flowers and decorative plants, or related fertilizer and pesticides, sufficient to perform essential functions. Must possess a valid South Dakota Class B Commercial Driver’s License (CDL) or ability to obtain within 30 days from date of hire. Must possess a South Dakota pesticide applicator’s license with General, Ornamental and Turf, and the Public Health Certification categories or obtain within 90 days from date of hire. Must possess Master Gardener Certification or ability to obtain within 1 year from date of hire.

Working Conditions:

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions; extreme cold and extreme heat. The
employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals and vibration. The noise level in the work environment is usually moderate.

Physical Demands:

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

While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.