

## CITY OF HAMILTON

### **PUBLIC WORKS DEPARTMENT** **(OPERATIONS & WASTE MANAGEMENT DIVISION – ENVIRONMENTAL SERVICES GROUP, FORESTRY & HORTICULTURE SECTION- LOCATION - GAGE PARK)**

#### **HORTICULTURAL SUPERVISOR - CUPE 1041**

#### **SUMMARY OF DUTIES**

Reporting to the Superintendent of Horticulture, the Horticultural Supervisor will contribute to a dynamic team of Horticulture professionals and be responsible for managing the delivery of efficient and effective operations and maintenance for the Forestry and Horticulture Section by ensuring a healthy, productive and safe environment while promoting horticultural best practices.

#### **GENERAL DUTIES**

Supervise staff and provide appropriate support to the given areas of responsibility through the delivery of effective management of horticultural operations.

Plan, schedule and co-ordinate planting and maintenance programs, including pesticide applications, fertilization programs, cultural requirements for annuals, perennials, shrubs and turf areas by using industry-standard horticultural practices.

Supervise, schedule and co-ordinate, including design changes where necessary, the planting of annual flower beds including traffic islands, parks, grounds of civic buildings and Work Order contracts.

Supervise construction of new landscaping projects.

Inspect properties and work sites to ensure that quality assurance and proper horticultural practices are being followed and to assess the requirements of the plant material, i.e. fertilizers, pesticide application, etc.

Prepare cost estimates for various exterior and interior landscape projects including time estimates, labour, material and equipment.

Inspect and monitor facilities' heating and ventilation systems, boilers, water-conditioning units, security alarm systems and cold temperature alarms.

Troubleshoot and respond to emergency greenhouse malfunctions, such as boiler problems, cold temperature alarms and irrigation malfunctions on a 24-hour basis.

Co-ordinate vehicle and small equipment repairs and maintenance by Fleet Services.

Interpret and ensure compliance with the Occupational Health and Safety Act, WHMIS, various Provincial and Federal Acts and Standards and Union agreements.

Interpret and ensure compliance with the Ministry of the Environment Pesticide Act, i.e. posting, and proper spraying procedures, including correct rates and safe application.

Ensure compliance with City, departmental and divisional rules, regulations, procedures, policies and safe working practices.

Ensure that all staff receive adequate and pertinent safety and technical training in order that work is performed in a safe and productive manner.

Ensure that all staff adhere to mandated health and safety standards by monitoring and participating in the employee Health & Safety program.

Provide horticultural technical advice to staff, the public and various outside agencies.

Design, schedule and co-ordinate the set up and dismantling of various horticultural displays including on-site design changes. Projects include displays in civic buildings and other special event locations.

Purchase and maintain an inventory of horticultural and greenhouse supplies including pesticides, fertilizers, seeds, plant material, tools and equipment.

Interpret blueprints, drawings and landscape designs.

Determine and co-ordinate the daily work programs by planning, organizing and scheduling work activities and equipment for employees, including students, hired equipment and contractors.

Identify and rationalize a list of specific projects relevant to the area of responsibility through proper investigation, cost estimating and the setting of priorities.

Investigate and evaluate citizen, councillor complaints and requests. Implement solutions and prepare written reports.

Document the activities of the work unit through completion of reports, time cards, absentee forms, vacation scheduling, daily diary entries, performance appraisal programs, work schedules and procedures as well as the operation of computers and control of inventories and supplies.

Co-ordinate and supervise greenhouse operations (as required in the absence of the Greenhouse Supervisor) including production of annuals, Chrysanthemum production, speciality crops, plant propagation, fertilization programs and pesticide applications using proper horticultural practices.

Interpret and ensure compliance with municipal and department policies and procedures such as Attendance Management and various specific by-laws.

Investigate accidents, claims and dangerous conditions that may involve City of Hamilton employees and vehicles, personal injury accidents and public/private property damage.

Ensure that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties. Ensure that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensure that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

## **QUALIFICATIONS**

1. Proven knowledge of Horticulture normally acquired through a 2 year Diploma in Horticulture or a combination of relevant Horticultural education and Horticultural work experience.]
2. Extensive demonstrated experience in Horticulture, including technical knowledge required to co-ordinate the planting and maintenance of various Horticulture programs.]
3. Excellent leadership, communication, presentation, report writing and interpersonal skills in order to co-ordinate, develop, supervise and support staff, consultants and contractors.

4. Must have excellent computer skills in a Windows environment utilizing MS Office software, a strong focus on financial analysis and budgeting would be an asset.
5. Must possess a working knowledge of Greenhouse Operations including mechanical systems.
6. Must possess a valid Class "G" Driver's Licence.
7. Must possess a Landscape Exterminator's Licence.

**THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.**

**THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.**