

## CITY OF HAMILTON

**PUBLIC WORKS DEPARTMENT**  
**(ENVIRONMENTAL SERVICES DIVISION - FORESTRY & HORTICULTURE SECTION – LOCATION – GAGE PARK)**

**HORTICULTURE GREENHOUSE SUPERVISOR - CUPE 1041**

**SUMMARY OF DUTIES**

Reporting to the Superintendent of Horticulture, as a member of the Forestry and Horticulture management team, the Horticulture Greenhouse Supervisor, will be responsible to plan, coordinate, schedule and supervise Horticulture staff responsible for the operations and maintenance of the Gage Park production greenhouses and publicly accessed tropical house in accordance with applicable legislative and policy requirements. Additionally, as required, provide support to programs including but not limited to horticulture operations and maintenance through the various programs and services within enhanced streetscaping, general horticultural maintenance, horticultural features, civic properties, and the Hamilton Aviary. The Horticultural Greenhouse 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**

Understand and ensure compliance with the Occupational Health and Safety Act, W.H.M.I.S., various Provincial/Federal Acts and Union Agreements.

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.

Understand and ensure compliance with City of Hamilton by-laws.

Ensure that all Horticulture personnel receive adequate and appropriate safety and technical training to ensure that work is performed in an effective, efficient, safe and productive manner.

Ensure that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties.

Provide administration and effective cost control of the current and capital and operating budgets through utilization of performance standards, specifications, work procedures, monitoring of cost control reports and statistical data.

Document the activities of the work unit through completion of reports, time cards, absentee forms, vacation scheduling, performance appraisal programs, work schedules and procedures.

Accountable for program performance, including tracking, monitoring and reviewing data with senior management.

Direct hired contractors to provide effective capital and operational projects implementing efficiencies and cost controls where feasible.

Identify, compile and prepare capital project budget estimates and provide project management of approved capital projects. Prepare cost estimates for various operating projects (i.e. time estimates, labour, material and equipment). Assist with the preparation of specifications for tenders and quotations.

## **Job Description #: 7897**

Supervise, schedule and co-ordinate staff to ensure integrated pest management, plant propagation, plant maintenance programs, including bio-controls, pesticide applications, fertilization, and other cultural activities for the Gage Park production greenhouse and tropical greenhouse.

Supervise, schedule and co-ordinate staff to ensure ideal environmental conditions are maintained for all plant material in the Gage Park production greenhouse and tropical greenhouse through monitoring of all systems and equipment and implementation of best grower practices.

Supervise, schedule and co-ordinate staff to ensure daily inspection and monitoring of the Gage Park production greenhouse and tropical greenhouse, environmental control systems, sensors and processing equipment which governs the functionality of appropriate heating, ventilation and humidity levels.

Troubleshoot and respond to emergency greenhouse malfunctions such as environmental control malfunctions, irrigation malfunctions, mechanical and building envelope malfunctions.

Supervise, schedule and co-ordinate staff within the tropical greenhouse to maintain a unique environment for the public to enjoy, experience and engage with tropical plants including birds, fish, turtles, and water features.

Implement and maintain accurate records for the greenhouse facility maintenance program and environmental conditions such as temperature, relative humidity, carbon dioxide and light intensity.

Implement and maintain accurate records of plant inventories, plant material, greenhouse equipment and operating supplies.

Assist with the development and coordination for various floral shows including the annual Chrysanthemum and Spring Bulb shows. Act as a subject matter expert in plant varieties and required quantities required according to design.

Design, supervise, schedule and co-ordinate staff to deliver various floral displays including holiday celebrations and inaugurations ceremonies. Projects include floral displays in civic buildings and other event locations.

Ensure that program inquiries and complaints are appropriately investigated and addressed.

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

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

### **QUALIFICATIONS**

1. Proven knowledge of Horticulture and Commercial Greenhouse Operations normally acquired through a 2-year Diploma in Horticulture or a combination of relevant Horticultural and Commercial Greenhouse Operations education and work experience.
2. Extensive demonstrated experience in Commercial Greenhouse Operations, including technical knowledge required to operate and maintain greenhouse operations to support Horticulture programs and service delivery.
3. Must have demonstrated and proven project management knowledge and experience related to the duties listed above through relevant Horticultural work experience.
4. Excellent leadership, communication, presentation, report writing and interpersonal skills in order to co-ordinate, develop, supervise and support staff, consultants and contractors.
5. Possess a demonstrated record of strong leadership and guidance, customer focus, innovation / creativity, team advocacy, staff delegation, empowerment and staff development and is results oriented.

**Job Description #: 7897**

6. Proven relationship management, public relations, and partnership-building skills to enable cooperative working relationships both within and outside the division and organization.
7. Must have excellent computer skills in a Windows environment with strong working knowledge of Word, Excel, Outlook, Teams, and PowerPoint. A strong focus on financial analysis and budgeting would be an asset.
8. Must possess a working knowledge of greenhouse operations including mechanical systems, integrated pest management and cultural best practices.
9. Must possess a working knowledge of landscape irrigation systems.
10. Must possess a valid Class "G" Driver's Licence.
11. Must possess both a Greenhouse Exterminator and a Landscape Exterminator 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.**