

CITY OF HAMILTON

Draft

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

HORTICULTURE SUPERVISOR - GREENHOUSE - CUPE 1041

SUMMARY OF DUTIES

Reporting to the Superintendent of Horticulture., the Horticultural Supervisor – Greenhouse, will supervise, plan organize and direct Horticulture work crews responsible for the operations of the Gage Park greenhouse and tropical house as well as the overall horticultural maintenance of Gage Park The Horticultural Supervisor – Greenhouse, will contribute to a dynamic team of Horticultural professionals and be responsible for managing the operations and maintenance of the greenhouse and tropical house operations plus additional horticultural programs as required such as overall horticultural maintenance of Gage Park, enhanced streetscaping, Keep Hamilton Blooming, City of Hamilton facilities, parks horticultural features and the aviary.

GENERAL DUTIES

Supervises staff and provides appropriate support to the areas of responsibility cited above through the delivery of effective management of horticultural operations.

Supervises, plans, schedules, and co-ordinates greenhouse operations including staffing requirements, ordering material and supplies, scheduling and monitoring the propagation of annuals, tropical plants, speciality crops, perennials, shrubs, trees, fertilization programs and pesticide applications.

Ensures proper environmental conditions required for optimal growth of all plants in the greenhouse and tropical house are maintained by monitoring mechanical systems and computer environmental controls.

Ensures regular inspection and monitoring of the Greenhouse facilities' heating and ventilation systems, water-conditioning units, security alarm systems and cold temperature alarms.

Troubleshoots and responds to emergency greenhouse malfunctions, such as boiler malfunctions, cold temperature alarms and irrigation malfunctions on a 24-hour basis. Contacts service contractors if required for repairs

Supervises and helps develop/coordinate design plans for various floral shows such as the annual Chrysanthemum Show and the Spring Bulb show. Provides input during the design and planning of the shows. Determines needs and implements the growing of plants for shows.

Ensures daily inspections of all greenhouse and tropical house plants are performed to identify and determine the presence of any plant material insects, disease and nutrient deficiencies. Identifies problems and implements appropriate programs to correct deficiencies.

Implements and maintains accurate records of plant inventories, plant material and facility maintenance programs and environmental conditions such as temperature, relative humidity, carbon dioxide and light intensity.

Supervises, schedules and co-ordinates, including design changes where necessary, the planting of annual flower beds including traffic islands, parks, grounds of civic buildings and Work Order contracts as required.

Supervises construction of new landscaping projects as required.

Inspects 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.

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

Monitors annual operating budget and assists in its preparation.

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

Interprets and ensures compliance by staff and contractor's with the Occupational Health and Safety Act, WHMIS, various Provincial and Federal Acts and Standards and Union agreements in the performance of their duties.

Interprets and ensures compliance by staff and contractor's with the Ministry of the Environment Pesticide Act, i.e. posting, and proper spraying procedures, including correct rates and safe application.

Interprets and ensures compliance by staff and contractor's with City, departmental and divisional rules, regulations, procedures, policies and safe working practices.

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

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

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

Designs, schedules and co-ordinates 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.

Interprets blueprints, drawings and landscape designs.

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

Investigates and evaluates citizen, councillor complaints and requests. Implements solutions and prepares written reports.

Documents 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 standard operating procedures as well as the operation of computers and control of inventories and supplies.

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

Participates in formulating and developing performance standards by recommending new work procedures, training requirements and technological changes to improve work efficiencies.

Prepares and presents reports to the Superintendent.

Ensures that employees are provided with and use the appropriate equipment, materials and/or procedures required to perform the assigned duties

Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

QUALIFICATIONS

1. Proven knowledge of greenhouse operations and horticulture normally acquired by obtaining a two year Associate Diploma in Greenhouse Operations or Associate Diploma in Horticulture or a combination of relevant education and commercial greenhouse work experience.
2. Demonstrated extensive knowledge of all facets of commercial greenhouse operations and horticulture
3. Demonstrated knowledge of plant cell tissues including their functions & interactions in the environment.
4. Must possess a Greenhouse Exterminators Licence and a Landscape Exterminators Licence.
5. Excellent leadership, communication, presentation, report writing and interpersonal skills in order to co-ordinate, develop, supervise and support staff, consultants and contractors.
6. Previous experience with financial analysis and budgeting
7. Previous experience with contract administration
8. Must be able to read blueprints, drawings and landscape design plans
9. Must be familiar with Corporate Policies and Procedures such as Purchasing and Human Resources
10. Must be familiar with Health and Safety rules and regulations
11. Must have excellent computer skills in a Windows environment utilizing MS Office software.
12. Must possess a valid Class "G" Driver's Licence.

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