

LANDSCAPER FOREPERSON
(HORTICULTURAL)
(ALBANY HOUSING AUTHORITY)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent performs skilled supervisory work in planning and directing the work of a crew comprised of a grounds helper and/or seasonal or other workers engaged in landscaping, grounds maintenance and horticulture. The appearance and general “curb appeal” of all of the Albany Housing Authority’s properties is the direct responsibility of this position title. This position reports directly to the Chief of Central Maintenance and has principal responsibility for determining and maintaining the condition of all trees, shrubbery, flowers, plants and lawns at the Albany Housing Authority’s development sites. Work includes the supervision of subordinate employees and is evaluated by the Chief of Central Maintenance through inspection and discussion to ascertain that adequate quantities of plants, shrubs, flowers, trees, etc., are grown and properly maintained. All work is performed under the general supervision of the chief of Central Maintenance. Considerable leeway and discretion is permitted for the independent determination and completion of necessary assignments and projects. The duties of this position are also characterized by the highly specialized nature of the work and equipment involved in landscaping and horticulture, and by the presence of potential physical hazards and the attendant responsibility for the safety of crew members and for preventing damage to property.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the maintenance of the appearance and conditions of grounds at all Authority’s facilities;
- Supervises the maintenance of a variety of flowers and plants and performs propagation, cutting, planting, transplanting, mulching and cultivation of flowers and plants;
- Keeps routine time records and prepares routine reports;
- Position requires occasional public contact regarding the condition of trees and other plants and of the Authority’s properties in general;
- Supervises and participates in the spraying, pruning, planting, removal and repairing of trees;
- Fertilizers and applies herbicides;
- Assigns work crew to specific jobs;
- Assists and instructs crew on work and safety practices and demonstrates the proper use of equipment, materials, fertilizers, sprays, etc.;
- Prepares evaluations of the performance of individual crew members;
- Conducts analyses of conditions at the Authority’s properties and prepares reports summarizing such analyses containing recommendations as to necessary actions, programs, projects, etc.;
- Establishes and directs seasonal work schedules;

SEE REVERSE SIDE

- Arranges for the planting of seeds, seedlings and bulbs;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Extensive working knowledge of landscaping and horticulture, including knowledge of the proper use of fertilizers and herbicides and of the practices and equipment used in pruning, planting and removing trees and other plants or flowers;
- Working knowledge of safety practices and of the operation and care of tool and equipment used;
- Working knowledge of personal computers and office equipment;
- Ability to train and supervise others;
- Ability to prepare coherent written reports;
- Ability to perform work requiring moderate to heavy physical effort;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma and at least two (2) years of technical schooling in the fields of landscaping or horticulture and at least seven (7) years of working experience as a landscaper, horticulturist, tree surgeon or any combination thereof.

SPECIAL REQUIREMENT

A valid New York State driver's license is required at the time of appointment and for the duration of employment. Employees possessing additional licenses (e.g. a Commercial Driver's License) may be required to drive any vehicle which they are licensed to drive.

Rev: 10/17/90
6/26/02