

## **Post: Horticulture Supervisor**

### **Qualifications & Skills required**

- Bachelor's degree is preferred in Horticulture or landscape management, or three to five years verified work experience in one of those areas
- Demonstrated competence in Horticulture and/or landscaping.
- Three years' experience as a foreman or supervisor.
- Ability to understand and work from detailed blueprints, sketches, or schematics.
- Ability to plan, budget, and implement projects.

### **Job Description**

1. Plan and supervise the annual, seasonal, and daily work of the horticultural staff
2. Routinely inspect University landscape, flower sites, and signage as effective planning and supervision requires.
3. Supervise the design of flower sites, the procurement of plant material, and the planting and maintenance of these sites.
4. Work with Park Planner(s) on landscape design in the parks and around facilities. Supervise the procurement, installation and maintenance of the required landscape plants, structures, and materials.
5. Hire, supervise, train, and evaluate horticultural staff.
6. Responsible for submitting annual operational and capital budget requests.
7. Prepare estimates of material, labor and equipment needs.
8. Maintain reports and records on work needed and completed.
9. Secure outside contractors for horticultural related purchasing and projects and supervise their performance.
10. Communicate and promote the horticultural activities of the University.