

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Gardener Supervisor

CLASS CODE: 3633

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification assist in and supervise employees engaged in growing, planting and maintaining of plants in outside flowerbeds, displays, and greenhouses.

DISTINGUISHING CHARACTERISTICS:

This is an advanced, journey-level classification in the Park Maintenance Series - Horticulture Group job family within the City of St. Louis. Incumbents within this classification perform moderately complex duties with a variety of related tasks. The distinguishing characteristic of this classification within the series include responsibility for the supervision of gardeners engaged in routine gardening activities, and requires thorough knowledge of methods and practices associated with garden and greenhouse operations.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more** full time equivalent positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Assists and supervises others in growing plants; participates in the selection of plants, sows seeds, and transplants seedlings.

Designs new flower bed layout and directs and assists others in planting activities.

Assists in and supervises others engaged in maintaining flower beds, greenhouse plants, and displays by directing watering, pruning, fertilizing, weeding, and mulching activities; develops maintenance plans.

Controls insects and disease by spraying pesticides, herbicides and fungicides.

Designs floral displays and decorations.

Completes records and reports.

May transport crews, tools, equipment, and plants to work sites.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others, such as gardeners and laborers. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as trucks and vans, and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as accident and vehicle maintenance reports, disciplinary, chemical warnings, and time sheets, technical operating manuals, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication, and division and to calculate areas.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, traffic hazards, animals/wildlife, or toxic/poisonous agents.

Physical Requirements:

Requires the ability to regularly perform moderately physically demanding work, typically involving some combination of lifting, pushing, and pulling moderately heavy objects and materials, twenty (20) to fifty (50) pounds.

Requires the ability to stoop, kneel, crouch, and balance in order to perform gardening duties.

Sensory Requirements:

Ability to recognize and identify harmonious or contrasting combinations, as well as recognize individual characteristics of colors and textures associated with job-related objects and materials. Requires the ability to distinguish objects clearly both at close and far-range, such as combining plant colors, and detecting insects and disease.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.