

HORTICULTURAL CO-ORDINATOR - BOTANICAL GARDEN

NATURE OF WORK

This is advanced professional, technical and supervisory work within the University Botanical Garden.

The employee of this class is responsible for the direction of horticultural activities in the formal and semi-formal areas of the Garden. Work also includes the initiation, performance and documentation of related research projects. Work requires assisting in acquiring research funding and establishing liaison with such agencies. Supervision is exercised over professional subordinates and part-time and seasonal staff. Work is performed with considerable independence under the direction of the Curator and reviewed through observation of results.

ILLUSTRATIVE EXAMPLES OF WORK

Directs horticultural activities in formal and semi-formal areas; develops projects, including objectives, costs, time and supplies required; discusses proposals with immediate supervisor for approval.

Co-ordinates the development and implementation of the Garden's plant propagation program; prepares plant material in nursery upon request for use in the natural area of the Garden.

Initiates and supervises research into the propagation, cultivation and maintenance of plants for test plots, study collections and display areas in the formal and semi-formal areas of the Garden.

Establishes and maintains documentation on plant acquisition including plant records, mapping and labelling.

Establishes and maintains liaison with those individuals assigned approved space or plant material.

Supervises assigned professional and nontechnical subordinate staff; plans work routines and schedules; provides training and sets priorities; reviews work upon completion; assists in the interview of applicants, as required.

Participates in the compilation and preparation of horticulture and botanical literature for public use and in the development of exhibits and displays on horticultural and botanical aspects of the Garden.

Assists in the application for research funding by preparing proposals for submission.

Participates in the education program relating to horticultural and botanical aspects.

Provides horticultural training to volunteers involved in propagation and nursery activities.

Assist in field studies and collection of indigenous flora, as required.

Perform related work as required.

REQUIREMENTS OF WORK

Considerable experience in the propagation, cultivation and maintenance of plant material suited to the Newfoundland climate, preferably supplemented by experience in related research work; completion of college level course work equivalent to a masters degree in Horticulture; or any equivalent combination of experience and training which provides the following knowledges, abilities and skills:

Considerable knowledge of principles, methods and techniques in directing horticultural activities.

Considerable knowledge of cultivation, pruning, diseases, harmful insects and other aspects of plant propagation and care.

Considerable knowledge of the practical and potential values of research and experimentation in horticulture.

Considerable knowledge of the types and uses of implements and equipment used in landscaping, nursery and maintenance activities.

Knowledge of the goals and objectives of the Botanical Garden.

Knowledge of research administration and costs.

Ability to observe, analyze and report objectively the results of research experimentation.

Ability to plan and direct the work of professional and part-time and seasonal staff.

Ability to plan original landscape developments in accordance with general policies and local needs.

Ability to evaluate research projects, prepare and review specifications and prepare accurate cost and time estimates.

Ability to keep records, draw detailed plans and prepare technical reports.

Ability to effectively communicate with individuals and groups both orally and in writing.

Ability to establish and maintain effective working relationships with faculty, staff and general public.

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