

SEASONAL HORTICULTURIST

Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Assists the horticulturist by performing a variety of horticultural and maintenance tasks; assists in arboretum development; and educational programs. Receives direct supervision from the horticulturist, but is also expected to work under own initiative; will be required to provide direction to subordinate employees, interns and volunteers; performs related duties as required.

STATEMENT OF TASKS:

- Performs horticultural and grounds maintenance tasks including planting, pruning, fertilizing, pest management, tree removal, site preparation, landscape construction, chipping, composting, grounds cleanup and general lawn maintenance.
- Operates and maintain arboretum landscape equipment.
- Provides direction to subordinate employees and volunteers when requested.
- Performs routine custodial work and minor repairs in arboretum buildings.
- Keeps horticultural maintenance, inventory and plant database records.
- Performs light carpentry work such as building compost bins, trellises, benches and arbors.
- May assist with mapping and labeling of arboretum plants and trail system.
- May be in charge of special projects including educational programming.

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Ability to accept and follow oral and written instructions given by superior in charge.

- Knowledge of and ability to learn arboretum horticultural maintenance practices.
- Knowledge of and ability to learn the identification of plants.
- Ability to maintain good interpersonal relationships.
- Ability to correctly operate and maintain arboretum equipment and tools.
- Ability to perform physical landscape work.

RECOMMENDED QUALIFICATIONS:

- Two (2) years of relevant experience or two (2) years of college education in landscape horticulture, floriculture, botany, landscape architecture or forestry.
- Requires a valid driver's license.

SPECIAL REQUIREMENTS:

Ability to read and write and be physically able to perform the work.

- Must be willing to work weekends, holidays and irregular hours when requested.
- Will be required to wear a prescribed work uniform.
- Must wear protective wear and safety gear when required.
- Must be courteous in dealing with the general public, supervisors and fellow staff members.
- Possession of a Certified Commercial Pesticide Applicator's License in ornamental and turf categories or the ability to become certified within 30 days of initial employment.

UNIFORM REQUIREMENTS AND REIMBURSEMENTS:

Applicant will be required to purchase uniform prior to starting work. Applicant will be reimbursed \$100 after the first (40) forty hours of employment (for first year employees) and \$50 (for second and succeeding year employees). The \$100 for first year employees and the \$50 for second and succeeding year employees includes the purchase of safety shoes.

RATE OF PAY

\$13.35 per hour.

SEASONAL ACCOUNTING ASSISTANT - CRV

Genesee County Parks and Recreation Commission

GENERAL STATEMENT OF DUTIES:

Performs basic accounting and auditing procedures, including auditing all facilities receipts and deposits, takes reservations and works under supervision of the Finance Officer; performs related duties as required.

STATEMENT OF TASKS:

Understanding of reservation system with the ability to take reservations for all county parks.
Understanding of accounts payable and the ability to assist in the daily process.
Understanding of cash receipts system and the ability to reconcile daily revenues and process bank deposits
Understanding of auditing system and the ability to implement standards and communicate them to other department supervisors
Understanding of payroll system and the ability to process time sheets
Understanding of Excel and the ability to assist and create spreadsheets

The tasks specified above are intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITY:

Ability to communicate effectively with the general public and staff
Ability to understand and follow oral and written directions
Ability to operate a computer.
Ability to operate a calculator
Ability to handle and balance cash, make change

MINIMUM QUALIFICATIONS:

6 (six) college credits in accounting and/or two years accounting experience

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.
Must be willing to work weekends, holidays and irregular hours as scheduled and/or as directed.
Must be courteous in dealing with the general public and fellow staff members.

RATE OF PAY

\$15.35 per hour