JOB TITLE: HORTICULTURIST I - ASSISTANT

SALARY RANGE:

- Step I: $39,389.02
- Step II: $41,316.23
- Step III: $42,347.04
- Step IV: $43,401.84
- Step V: $44,510.65

CLASSIFICATION: NON-EXEMPT

BENEFITS:

- HMO/Blue Shield Health Insurance (begins the first day of the month following date of hire)
-Delta Dental Insurance (begins the first day of the month following date of hire.)
-Life Insurance
-Flex Spending Plan
-Two weeks paid vacation per year; three weeks after three years
-Paid sick leave
-Eight paid Federal holidays per year
-Two paid personal holidays per year
-Tax deferred savings plan (401k) with employer match at year-end

REPORTS TO: Director of Horticulture; Garden Manager – Gardens

QUALIFICATIONS:

- B.S. degree in horticulture or closely-related field preferred
- Practical experience maintaining gardens
- Supervisory experience
- Calif. Pesticide Applicator’s Certificate
- Calif. Driver’s License and safe driving record
- Ability to lift up to and including 50 lbs.
- Organization and leadership

Responsibilities and Required Skills

The following is a list of tasks and responsibilities of Filoli horticulturists. Tasks will vary depending on the area of assignment and the season. THE FILOLI EMPLOYEE HANDBOOK describes the policies and procedures of the Garden Department.

**PRESERVATION**

Care and protection of garden ornaments, historic plants, lattice, brick paths, walls, gates, structures, flooring, decorative objects etc. Staff are expected to take great caution to avoid damaging bricks, gates and other objects when operating power equipment, vehicles, hand tools, etc.
Horticulturist I

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CLEANUP

Clean pools
Clean drains
Gravel and scrub paths
Maintain a clean, safe, orderly shop
Rake leaves and debris
Pick up piles of debris
Blow hardscape
Dead head and groom pots and beds
Pick up litter, animal debris
Clean structures as needed

PLANTING AND SOIL PREPARATION

Use of rototillers, spading forks, shovels, spades, etc., to prepare and amend soil
Dig holes
Rake with bow, level and grade rakes
Plant annuals, perennials, bulbs, trees, shrubs and vines
Plant in formal rows, drifts, blocks following a planting plan

WATERING

Program time clocks and record schedules
Adjust schedules monthly according to CIMIS
Check soil moisture with probe
Make soil berms
Look for problems, leaks, etc.
Make hose and irrigation repairs
Hand water pots and flats
Use of soaker hoses, portable irrigation for tree rows, dry edges, etc.
Install new irrigation systems
Inspect systems

PEST CONTROL

Use of backpack and hand-held pressurized sprayers
Proper application of pesticides according to label
Crack weed brick paths and hand weed beds
Cultivate flower beds
Mow weeds
Apply pesticides with 25 gal., 50 gal. sprayers and smaller backpack and hand-held sprayers
Monitor pest levels
Use of traps and baits for rodents, moles and other vertebrate pests
Safe use of pesticides and protective clothing
Keep records
Maintain QAC
Proper cleanup, storage and disposal methods
Use of bird netting when needed
Apply baits for slugs and snails

FERTILIZING

Use of broadcast drop and rotary spreaders for turf
Broadcast granular fertilizer over flower beds, shrub beds, containers
Use of a proportioner for fertilizing pots
Record fertilizer application, use of forms
Calculate rates and area
Use of protective clothing
Use of slow release products

PRUNING

Train young trees
Safe use of portable scaffolding and ladders
Use of chain saws, hand saws, shears, loppers, pole loppers, chipper, etc.
Dead head roses and cut flowers
Train new hedges, topiary, vines, etc.
Renovate large trees, shrubs, vines, ground covers, etc.
Clean and sharpening shears
Use of brush blades for brush control
Removal of poison oak

HEDGING

Use of loppers for large leafed plants, groom perennial border, low hedges and potted plants
Use of electric shears for fine leafed plants like box and for the tops of hedges and knot gardens
Shape topiary
Weave electrical cords
Clean and sharpen shear blades
Hedge formal hedges and yew trees
CARPENTERY AND OTHER MAINTENANCE TASKS

Install headers and make repairs
Make support systems for cut flower cages to protect plants, etc.
Clean pools
Gravel paths
Scrub paths
Remove tree stumps and roots
Monitor and keep area drains clean

EQUIPMENT USE

Safe use of: rotary mowers, reel mowers (both walk-behind and ride-on), aerators, dethatchers, blowers, weed eaters, power edgers, rototillers, electric hedgers, chain saws, pole saws, scaffolding, ladders, sprayers, chippers, dump trucks, electric carts, pneumatic pruning equipment, generators, etc.

Clean equipment after use and proper storage
Oil lubrication points
Adjust mower heights for turf species, rototiller depths, chain saw bars
Use of protective gear
Follow instructions in owner’s manuals

HAND TOOL USE AND CARE

Clean and sharpen
Oil lubrication points
Adjust
Oil tools and sand handles

GREENHOUSE WORK

Pot up baskets for Holiday Traditions sales (fundraising event)
Sow seed and transplant
Water containers
Pot
Divide Orchids
Groom greenhouse plants
Set environmental controls
Vent greenhouse
Water
Propagate plants
Wash pots and flats  
Space, pinch and train nursery plants  
Clean up bulbs  
Pot bulbs  
Load and unload trucks  
Secure the buildings and gates

**EVENTS WORK**

Light and decorate Christmas trees, garlands, etc.  
Haul merchandise  
Set up and take down tables and chairs  
Park cars  
Clean up  
Security  
Help to load and unload cars  
Put out temporary signage for events, etc.  
Cordon off areas  
Respond to emergencies

**LABELING PLANTS, RECORDKEEPING AND COMPUTER USE**

Gas usage, time sheets, medical reports, fertilizer and pesticide use, planting information, propagation data entry, safety training requirements, temperature, irrigation schedules, area schedules, intern evaluations, accession plants

**MAINTAINING SPECIAL HORTICULTURAL COLLECTIONS**

- Roses  
- Fruit trees  
- Tree peonies  
- Pool plants  
- Yew trees  
- Knot gardens  
- Perennial borders  
- Orchids  
- Citrus pots  
- Bonsai  
- Topiary  
- Camellias  
- Rhododendrons  
- Ivies  
- Japanese Maples
Magnolias
Tropical plants
Vegetables
Herbs
Cut Flowers

TURF WORK

Vacuuming litter, mowing, edging, cleanup, watering, pest control, renovation, de-thatching, aeration, seeding, irrigation, etc.

HARVESTING

Fruit, cut flowers, herbs and foliage, etc.

STAKING AND SUPPORT SYSTEMS

Staking new trees, cut flowers, annuals, perennials

SAFETY

ALL staff are required to comply with the *Filoli Injury Illness Prevention Plan* and Filoli Pesticide Use Policies.

TRAINING AND SUPERVISION

In the temporary absence of the Lead Horticulturist II (for vacations, sick leave, etc.), the Assistant assumes the training and supervision of area interns and volunteers. The Assistant may occasionally be assigned to teach intern classes and lead group projects.