

New York State Department of Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Tentative Classification Standard

Occ. Code 1101110

Horticultural Technician 1, Grade 8	1101110
Horticultural Technician 2, Grade 12	1101120
Horticultural Technician 3, Grade 14	1101130

Brief Description of Class Series

Positions in this title series propagate, maintain, and treat, with fertilizers and disease control methods, a variety of plants at major greenhouses or gardens. Most positions in this title series are classified at the Office of Parks, Recreation and Historic Preservation.

Distinguishing Characteristics

Horticultural Technician 1: non-competitive; entry level; under the supervision of higher-level Horticultural Technician or other specialist, performs horticultural services for a garden area or program.

Horticultural Technician 2: directs the maintenance and care of a garden or regional program, or serves as overall assistant to the Horticultural Technician 3 at Planting Fields Arboretum.

Horticultural Technician 3: one-position class; oversees the facilities, collections, activities, and staff assigned to the greenhouse complex at Planting Fields Arboretum.

Illustrative Duties:

Horticultural Technician 1: under the general supervision of a Horticultural Technician 2 or 3, plants, transplants, waters, fertilizes, sprays, prunes, and trims rare or specialized trees, shrubs, vines, and flowers; identifies nutritional, insect, or disease problems and consults with management to determine appropriate corrective action; inspects garden sites to identify potential safety hazards, invasive species, or landscaping requirements; performs seasonal landscaping work such as preparing soil, pruning, cleaning-up, bulb planting, dividing, and removing leaves; documents, reports, and catalogs plants; prunes plants to correct structural defects or portions of the plant damaged by diseases or storms; formulates and applies herbicides, fungicides, insecticides, and fertilizers to plants as appropriate; answers questions from park

visitors about horticulture and general park information; operates light trucks and other motor vehicles as required; loads and unloads materials, tools, and equipment of varying weights and sizes as needed; maintains equipment and supplies; and uses a variety of hand and power tools to perform plant care activities.

Horticultural Technician 2: provides general horticultural services to a Parks region, complex garden area, or garden site or collection; supervises and schedules employees and volunteers; trains staff in horticultural work, including species identification; determines planting needs by preparing sketches and schematics for installations; prepares material lists and purchases supplies; performs planting, transplanting, watering, fertilizing, spraying, pruning, and trimming of trees, shrubs, vines, and flowers; experiments with a wide variety of plants to determine those most suitable for a site or region; develops propagation schedules, and supervises propagation of plants, trees, and shrubs; assigns and inspects garden sites to identify potential safety hazards, invasive species, or landscaping requirements; selectively prunes plants to correct structural defects, thinning excessive growth within the plant's framework, and removing portions of the plant damaged by disease, storm, or insects to retain or restore natural form; formulates and applies herbicide, fungicide, insecticide, and fertilizer to plant material; oversees and performs annual soil preparation and planting of annuals, perennials, shrubs, and trees; develops and implements integrated pest management systems; operates and maintains hand and portable power tools and motorized equipment such as mowers, tractors, sprayers, saws, utility task vehicles, and tillers; operates light trucks and other motor vehicles as required; loads and unloads materials, tools, and equipment of varying weights and sizes as needed; answers questions from park visitors about horticulture, history, design, and general park information; leads horticultural tours and assists with special programs as needed; supervises and maintains greenhouses and related equipment; keeps records regarding maintenance schedules and materials used; and may assist in developing brochures regarding plants and vegetation located in the garden or park.

Horticultural Technician 3: manages the greenhouse complex at the Planting Fields Arboretum; determines appropriate plant care and maintains the collections; schedules plantings, displays, and work for the facilities; keeps records regarding maintenance schedules, equipment, and materials used; organizes, plans, and supervises contractors performing major greenhouse renovations and repairs; designs and oversees special displays and collections; manages disease and pest control programs; conducts training for staff and volunteers; oversees and conducts special programs for visitors, schools, and organizations; plans and oversees climate and watering control systems for the greenhouses; and orders supplies, equipment, and plant materials.

Minimum Qualifications

Horticultural Technician 1

Non-competitive: an associate's degree in horticulture, agronomy, forestry, or a closely related field; or two years of technical experience in horticulture, plant propagation, nursery, or greenhouse work, which includes plant pest and disease detection and control.

Horticultural Technician 2

Open-Competitive: an associate's degree and two years of technical experience in horticulture, plant propagation, nursery, or greenhouse work, which includes plant pest and disease detection and control; or four years of such experience, including one year of supervisory experience; or a bachelor's degree in horticulture, agronomy, forestry, or a closely related field.

Promotion: one year of service as a Horticultural Technician 1.

Horticultural Technician 3

Promotion: one year of service as a Horticultural Technician 2.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

3/2024

EIG