I. **Level Definition**

Positions at this level are in charge of the gardening and landscaping function in a large institution who supervises designated staff and perform administrative duties.

II. **Typical Duties**

(1) Supervises designated staff by performing duties such as scheduling and co-ordinating work assignments and determining related training and orientation requirements.

(2) Performs administrative duties such as preparing budget for assigned area, preparing estimates of labour and material costs and monitoring gardening contract work.

(3) Liaises with landscaping contractors.

(4) Responsible for ordering capital equipment supplies for gardening.

(5) Performs related duties as assigned.

III. **Qualifications**

(1) **Education, Training and Experience**

Graduation from a recognized program in Horticulture as well as three years' recent related experience including one year's supervisory experience or an equivalent combination of education, training and/or experience.

(2) **Skills and Abilities**

(i) Ability to communicate effectively both verbally and in writing.

(ii) Ability to deal with others effectively.

(iii) Physical ability to carry out the duties of the position.

(iv) Ability to operate related equipment.

(v) Ability to organize work.

(vi) Ability to supervise.