
Employee Name: (New)
Division: MNSCU: Winona State University
Classification Title: Horticulturist
Prepared By: Mike Pieper, AVP Facilities Services

Position Control Number: 0116021
Activity:
Working Title: Arborist
Appraisal Period: **To**

EMPLOYEE SIGNATURE/DATE

SUPERVISOR SIGNATURE/DATE

(this position description accurately reflects my current job)

(this position description reflects the employee's current job)

POSITION PURPOSE: This position provides primary technical expertise, as an ISA Certified Arborist, in the development and maintenance of the campus forest (all trees and shrubs) as a regional landscape arboretum. This involves approximately 150 acres located on the main, east and west campuses, and all allied properties of Winona State University. Additionally, general horticulture knowledge and skills necessary for propagating, planting and maintaining flowers, ornamental grasses and turf throughout the campus is a component of this position. Also, the employee will be engaged with outreach education programming (public relations, campus tours, presentations) to the campus community and public as time permits. Finally, supervising student workers, providing light maintenance to landscape equipment, assisting with irrigation repairs, campus snow removal and hard-scape maintenance, and other duties as may be assigned are included in this position.

REPORTABILITY

Reports to: Landscape Services and Arboretum Director, and Assistant V.P. of Facilities Services

Supervises: Student Landscape Services workers

DIMENSIONS

Budget: n/a

Clientele: Public (city, county, region), and the students, staff, faculty, administration, alumni, retirees and friends of WSU.

Make 3 Copies: Employee, Supervisor, Personnel Office

POSITION DESCRIPTION B**EMPLOYEE NAME:****Principle Responsibilities and Tasks**

1. Provide lead worker planning and seasonal maintenance of all trees and shrubs on WSU properties. This includes weeding, mulching, policing, pruning, fertilizing, trimming, removing, updating the tree inventory database, selecting new and replacement tree and shrub species, diagnosis and treatment of disease, and planting trees and shrubs needed for high quality development and maintenance of the campus tree collection and arboretum.

Priority:	Discretion:	Percent of Time:	Essential Function:
A	A	80%	Yes

2. Assist other landscape staff with general campus horticultural projects as may be needed. This includes propagating plants, planting and maintaining flower-beds, ornamental grasses and turf throughout the campus, mowing and trimming, maintaining campus irrigation, placing educational signage, and other related tasks.

Priority:	Discretion:	Percent of Time:	Essential Function:
A	A	5%	Yes

3. Assist with the seasonal maintenance on all campus hard-scape surfaces (sidewalks and parking lots).

Priority:	Discretion:	Percent of Time:	Essential Function:
A	A	5%	Yes

4. Provide supervision of student workers, light-duty maintenance of landscape equipment, set-ups for special outdoor campus events, and such other services as may be assigned.

Priority:	Discretion:	Percent of Time:	Essential Function:
A	A	5%	Yes

5. Help promote the WSU Landscape Arboretum through outreach education programs, including campus tours, presentations and other forms of public relations, as time permits.

Priority:	Discretion:	Percent of Time:	Essential Function:
B	A	5%	Yes

POSITION DESCRIPTION C**EMPLOYEE NAME:**

NATURE AND SCOPE: (RELATIONSHIPS; KNOWLEDGE, SKILLS, AND ABILITIES; PROBLEM - SOLVING AND CREATIVITY; AND FREEDOM TO ACT)

RELATIONSHIPS: This position reports to the Landscape Services and Arboretum Director, and maintains favorable working relationships with other Landscape Services staff, Facilities Services staff, the WSU Land Steward, and Arboretum and Land Stewardship Committee that provide oversight and direction to the WSU Landscape Arboretum. Additionally, the person in this position must project a friendly and professional demeanor with the WSU community (students, staff, administration, alumni, retirees) and members of the public as guests on the WSU campus. This position will work with the Land Steward and Landscape Services & Arboretum Director to ensure the landscape of WSU is held to the highest standard.

KNOWLEDGE, SKILLS, AND ABILITIES:**Minimum Qualifications:**

Education: Associate Degree required, horticulture science, horticulture technology, landscape horticulture, landscape technician or closely related field.

Professional Licensure/Certification: ISA (International Society of Arboriculture) Certified Arborist designation required.

Experience: at least one year of experience as an ISA certified arborist and/or ornamental horticulturist.

Knowledge of: tree identification; tree diseases, treatment and integrated pest management; pruning; soil science; landscape design; tree propagation and planting (arboriculture); general horticulture knowledge (pertaining to trees, flowers, ornamental grasses, turf and irrigation); sustainable landscape practices; urban forestry;

Skills: technical arborist skills, including tree identification, identifying and treating tree diseases, utilizing integrated pest management techniques, proper pruning methods, landscape design skills, tree propagation and planting (arboriculture) techniques, tree maintenance techniques (e.g., tree-climbing, planting, pruning, tree removal, pest management, etc.), general horticulture skills (to maintain tree, flowers, ornamental grasses and turf), light-duty landscape equipment maintenance

Preferred Qualifications:

Education: Bachelor's degree preferred in forestry, urban forestry, botany, plant ecology, ornamental horticulture or closely related horticultural science field.

Experience: three years of experience as an ISA certified arborist and/or ornamental horticulturist. Experience coordinating and supervising landscape projects and workers desired.

Abilities: ability to learn, operate and maintain common landscape and hard-scape maintenance equipment; oral and written communication skills; computer technology skills necessary for electronic communications and maintaining the campus tree inventory database; ability to maintain favorable public relations with on and off-campus constituencies; ability to function collaboratively and facilitate a team environment among landscape services staff and other campus constituencies

Experience: providing lead work and working in a team environment

PROBLEM SOLVING: This position takes direction from the Landscape Services and Arboretum Director,

but is expected to assess and solve problems independently within the guidelines established by the Director. For example, regular tree and shrub maintenance throughout the campus arboretum will involve routine pruning (using both climbing techniques and mechanical equipment), assessing and treating disease (e.g., Emerald Ash Bore), removal of dead species, replacing species, through purchase and/or propagation (to maintain diversity and the campus tree and shrub collection), providing for proper soil amendments, and determining the best, sustainable practices in the care of the campus canopy. While the Arboretum Director provides overall operational supervision of this position, considerable independent judgment and action, apart from the supervisor, will be required to perform daily responsibilities. This position will serve as a resource to the other grounds crew in answering questions and providing work direction on how to best handle tasks at hand.

FREEDOM TO ACT: The person in this position reports to and receives daily/weekly operational direction from the Arboretum Director, but is free to act independently (including the supervision of student workers) to achieve the priorities and assignments as outlined by the Director. For example, while the pruning of tree species is a routine occurrence and may be part of the Director's work-plan for a given day, the execution of this plan requires independent judgment regarding best pruning techniques, necessary equipment, providing for pedestrian and student-worker safety, and proper disposal (especially of diseased plant material) from the campus environment. Campus safety guidelines and protocols will provide the needed safeguards governing independent judgment and action, in this example.