

**CLASS TITLE: HORTICULTURE SHOP SUPERVISOR
(ADULT CORRECTIONAL INSTITUTION)**

**Class Code: 02741500
Pay Grade: 22A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: In the Adult Correctional Institutions, to plan, coordinate, instruct, supervise and evaluate the work of institutional inmates participating in a program involving horticultural trades such as: greenhouse; management landscaping, floriculture and farming; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior from whom general and specific instructions are received; work is occasionally reviewed in process and upon completion for conformance to established policies, procedures and regulations.

SUPERVISION EXERCISED: Plans, coordinates, instructs, supervises and evaluates the work of institutional inmates engaged in performing work in a horticultural program.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

In the Adult Correctional Institutions, to plan, coordinate, instruct, supervise and evaluate the work of institutional inmates participating in a program involving horticultural trades such as: greenhouse management, landscaping, floriculture and farming.

To instruct and supervise the activities of inmates engaged in performing tasks of land preparation, seeding and planting, as well as transplanting, fertilization, pesticide spraying, tilling, potting of plants, pruning of plants to enhance development, as well as a variety of other horticultural activities.

To train, supervise and provide inmates with practical experience in horticultural skills; instruction and demonstration of tools and equipment, along with the proper methods and techniques of use.

To be responsible for all tools and equipment and the maintenance and care of such.

To requisition supplies and materials when necessary and to maintain an inventory of all stock.

To monitor and evaluate the progress and productivity of inmates and as required, preparing written evaluation reports thereon.

To prepare reports as required by the department.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods, techniques, tools, equipment and materials utilized in a variety of horticultural related trades; a thorough knowledge of methods and techniques of floriculture, greenhouse management, landscaping, and farming; the ability to the use and maintain tools and equipment of tools and equipment; the ability to plan, coordinator, instruct, and supervise the work of institutional inmates participating in a horticultural program; the ability to prepare inmate evaluate reports and other written reports required by the department; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school, supplemented by courses in horticulture, agriculture or a closely related field; and

Experience: Such as may have been gained through: employment in a field of horticulture or agriculture.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 26, 1987

Editorial Review: 3/15/03