



EMPLOYMENT OPPORTUNITY

City of Roseburg, Oregon

HORTICULTURIST

\$31.4234 - \$40.0991/hour



Applications Close – 5:00 p.m., Friday, August 29, 2025

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

DEFINITION

With minimal supervision, performs skilled tasks related to turf management, landscape and natural resource management of City parks and City properties. Coordinates City wide Parks volunteer beautification program. May work closely with Parks Administration for related projects.

SUPERVISION RECEIVED

Works under the general supervision of the Parks Superintendent who assigns work projects and reviews work for effectiveness and results obtained.

SUPERVISION EXERCISED

May act as a lead person for parks staff. May supervise seasonal and temporary Parks workers. Supervises volunteers and volunteer groups when performing tasks in City parks and City properties.

ESSENTIAL FUNCTIONS

Unless specifically identified as a “Non-Essential Job Function”, the information included in this job description, and any referenced supplemental documents, is considered an “Essential Job Function”. Temporary modifications to provide reasonable accommodations, or transitional work assignments, do not waive any of the essential functions for this position.

The following information is not all-inclusive.

- Participate in scheduling and assigning tasks for parks staff, volunteers, work partnerships and/or seasonal temporary employees.
- Assist with development and administration of horticultural practices and programs for City parks, including turf management, sports field maintenance, planting, and care and maintenance of flowerbeds and greenhouse, including diagnosis and treatment of insect diseases and problems.
- Provide assistance and training to Parks Staff in areas of turf management, landscape management and disease management.
- Manage and administer horticultural, maintenance of nursery, pest management projects, and any related contracts; may review work of contractors.
- Establish positive working relationship with representatives of the community, state/local agencies, City Management, staff and the public.
- Design and install landscaped areas; propagate and produce plants; interpret design and installation work from plans.
- Analyze plant, turf and landscape conditions; diagnose problems, assess needs, select and apply pesticides and fertilizers.

- Perform skilled labor in turf maintenance, plantings and pruning.
- Mow, fertilize, water, plant, prune, trim lawns, plant trees, and assist in general park maintenance.
- Monitoring and Maintenance of Wetland mitigation sites.
- May represent City and Parks Division in public speaking engagements.
- Exercise judgment in any ordering, purchasing, and application of parks materials. Keep appropriate records of same.
- Assist in ensuring compliance with City ordinance and Park Rules and Regulations.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- Thorough knowledge of turf management, tree and shrub pruning, and current horticultural practices.
- Thorough knowledge of park maintenance and operational procedures.
- Working knowledge of arboriculture.
- Considerable knowledge of interpreting plans, designs, and specifications.
- Knowledge of techniques for training, supervising and working in a team environment.
- Ability to produce legible reports.
- Ability to operate various park related equipment.
- Ability to analyze problems and determine best course of action.
- Ability to read, interpret and analyze technical data.
- Ability to use tools of various shapes and sizes.
- Ability to work with volunteers and diverse community groups.
- Ability to communicate effectively orally and in writing.

WORK STANDARDS

- Demonstrates regular, reliable and punctual attendance.
- Must be honest and truthful in all tasks and responsibilities.
- Conduct oneself with integrity, morality, character, and trustworthiness.
- Exhibit self-control.
- Detail-oriented.
- Thorough when completing work tasks.
- Excellent verbal and written communication skills.
- Willingness to accept supervision and constructive criticism.
- Reliable, responsible, and dependable.
- Willingness to take on responsibilities and challenges.
- Independence of action within industry standards and departmental guidelines is stressed.

EDUCATION & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

Education: Required - Associate's degree in Horticulture or related field.
 Preferred - Bachelor's degree in Horticulture or related field.

Experience: Three years of experience in public horticulture.

Any other satisfactory equivalent combination of education, experience, and training that insures the ability to successfully perform the essential duties of the job, may substitute for the above.

SPECIAL REQUIREMENTS & CERTIFICATIONS

Possession of a valid driver's license, with acceptable driving record, by date of hire. New employees establishing resident status in the State of Oregon must obtain an Oregon driver's license within 30 days.

Ability to obtain, and maintain, a State of Oregon Public Pesticide Applicators license, within two years of appointment.

In possession of or the ability to obtain, and maintain, an ISA Arborist certification, within 2 years of appointment.

Post-offer physical including drug screen.

Completion of a background investigation to the satisfaction of the City.

WORKING CONDITIONS

The City of Roseburg is committed to complying fully with the Americans with Disabilities Act (ADA) and Oregon's Disability Accommodation and Discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. The City of Roseburg will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, to perform the essential functions, unless such accommodation creates an undue hardship on the City of Roseburg's operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact John VanWinkle, Human Resource Director.

While performing the duties of this job, work is performed primarily outdoor with a noise level and weather which may vary. May be required to work various work schedules. Requires some exposure to dust, fumes, various chemicals, cleaners and allergens. May require the use of personal protective equipment. Requires walking in all types of terrain and the ability to bend, sit, kneel, reach, shovel, push and climb. Requires the ability to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 25 pounds. Required to perform manual labor for varied periods of time. May be exposed to moving vehicles and equipment.

The factors described herein are representative of, but not all-inclusive of, those that must be met by an individual to successfully perform as a Horticulturist.

BENEFIT SUMMARY

The City of Roseburg provides a comprehensive benefit package to employees including Medical, Vision, Dental, Long-Term Disability, Life Insurance and various voluntary benefits including MASA Medical Transport Solutions and Aflac. The City participates in the State of Oregon Public Employees Retirement System (PERS) and currently pays the entire contribution on behalf of employees. All full-time employees working over 20 hours per week are eligible for medical benefits the first of the month following their date of employment. Links to the complete benefits resource guide can be found at

<https://www.cityofroseburg.org/departments/human-resources/employee-benefits>

Insurance Benefits:

- Medical, vision, and dental benefits for employees and family, paid 100% by the City with the opportunity to buy up to a lower deductible plan.
- Life and Accidental Death and Dismemberment Insurance – policy value of \$25,000 paid by the City.
- Long-term disability insurance provided by the City.
- Health Reimbursement Account (HRA-VEBA) contributions provided by the City.

Additional Benefits:

- Paid vacation, sick leave, and holidays.
- Employee Assistance Program (EAP).
- The City has a fully equipped fitness center available 24 hours a day.

VETERANS' PREFERENCE

The City of Roseburg follows Oregon law regarding Veterans' Preference; you must complete the Veteran's Preference Form and attach a copy of your DD214 / DD215. If you are a disabled veteran, you must also include a copy of your Veteran's Administration benefit summary/award letter with your application.

HOW TO APPLY? Complete an application form available via one of the following methods.

Electronically: <https://www.cityofroseburg.org/departments/human-resources/employment>

In-Person: City of Roseburg – Administration, 900 SE Douglas Avenue, Roseburg, OR 97470

Email: jobs@roseburgor.gov

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications must be received or postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are accepted in addition to, not in lieu of, the City of Roseburg application form.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process. The City of Roseburg does not discriminate on the basis of disability in the admission to, access to, or operations of its programs, services or activities. The City of Roseburg does not discriminate on the basis of disability in its hiring or employment practices.

Questions: Please direct questions to the City of Roseburg Administration Office at 541-492-6866.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

The City of Roseburg is situated at the heart of the Hundred Valleys of the Umpqua in scenic, Southwestern Oregon. On Interstate 5, it is 67 miles south of Eugene, and 123 miles north of the California border. Traveling by State Highway 38/138 or 42, Roseburg is about 80 miles inland from the Pacific coastal communities Reedsport and Coos Bay. Highway 138 continues east from the city along the North Umpqua River. It is 79 miles to Diamond Lake at the summit of the Oregon Cascades and just 20 miles more to Crater Lake National Park.

The elevation is 465 feet, and features a mild, fair seasonal climate. Winters are cool without much freezing and provide most of the rainfall that brings blossom-filled springs. A warming trend begins in April and May, continuing into the summery days of July and August. Fall weather is pleasant and crisp, producing brilliant leaf colors in late October. The Hundred Valleys of the Umpqua have been compared geographically and climatologically with Italy and Southern France. Extremes of heat and cold are rare. The summer humidity is low, and snowfall is rare on the valley floor. The normal growing season is 217 days. Roseburg enjoys one of the lowest average wind velocities in the United States.

Roseburg is the county seat and largest city in Douglas County. The population is 24,258 with an urban daytime population of approximately 60,000. Roseburg is the hub of retail, government activity and medical services for Central Douglas County. The City is served by Roseburg School District #4, which has an excellent reputation and community support. Umpqua Community College is 5 miles north of the City and offers a varied curriculum with extensive adult education and community-oriented classes. Multiple locations at the college are available for cultural activities, and there is a thriving community theater group with its own venue in a city park.

The city boasts numerous park areas, including tennis courts, soccer and ball fields, a 9-hole golf course, skate park, disc golf course, dog park and walking trails. Roseburg is the location of choice for many who seek a high-quality living environment at a reasonable price. Various community events, including Graffiti Week, Art and Wine Festivals and Music on the Half Shell, among others, are held throughout the year for local residents and tourists.

For Roseburg area tourism information go to www.experiencerooseburg.com

There are numerous shopping opportunities from specialty shops in historic downtown to nationwide chain stores. Housing is available in various price ranges. Roseburg's economy has diversified in recent years while retaining strong ties to its natural resource base. Efforts to bring clean industries and new jobs to the area have been fruitful and are continuing through support by a coalition of government agencies and funding. In recent years, the retirement and senior population has grown considerable, and various residential facilities have been constructed to meet the needs of this segment of population.

Local wineries are an expanding area of economic development with many being recognized in national and international competitions. Umpqua Community College built the Southern Oregon Wine Institute as a center for classes, a training winery and activity center to prepare students for jobs in the industry and to function as a research industry for all Southern Oregon.

