

**CLASS SPECIFICATION**  
**Botanic Specialist III**

FLSA Status: Exempt

Union Representation: Professional and Technical Employees (PTE)

**GENERAL PURPOSE**

Under general supervision, plans, develops, organizes, manages and monitors a variety of professional botanic, natural areas, urban forestry, and horticultural projects and activities; develops restoration, enhancement and maintenance strategies and resource management plans; manages natural area and botanic collections; develops community support and manages the work of volunteer groups in support of restoration and enhancement projects; may perform administrative duties and develop assigned programs; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Botanic Specialist III is the senior level class in the Botanic series. Incumbents plan, develop, manage and participate in the most complex and highest impact botanic projects, programs, and activities requiring a sound knowledge of scientific theory and principles applicable to maintenance and development of the City's natural resources, habitat and botanic collections. Incumbents are responsible for projects and programs of the broadest scope and greatest complexity and perform their work with considerable independence to meet overall project and program goals. Incumbents may provide lead work direction and guidance to other Botanic Specialists, Botanic Technicians, contractors, project or administrative staff and volunteers.

Botanic Specialist III is distinguished from the Botanic Specialist II in that incumbents in the former classes lead programs and projects with a higher impact, a greater number and variety of stakeholders, a broader technical area of focus, and may have a larger administrative role than the latter.

Botanic Specialist III is distinguished from applicable supervisory classes in that incumbents in the latter classes have overall administrative and formal supervisory responsibility for the resources, people and projects assigned to their units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. In collaboration with the supervisor, serves as site manager for an area of assignment or portfolio of properties and works to ensure and optimize ecological health, opportunities for recreation, clean and safe access, and public engagement.

1. Prepares applications and obtains required land use and development permits; prepares contracts and files ordinances.
2. Conducts analysis and assessments and participates in developing strategies and resource management plans; assists in the prioritization of potential projects, based on a variety of factors and expected benefits.
3. Plans and conducts activities, builds partnerships and collaborates with non-profit support organizations, community volunteers and resource management and related agencies on resource restoration and enhancement projects and other program related projects and events.
4. Performs project management responsibilities for large or complex projects, including estimating costs, developing and tracking budgets, obtaining resources, equipment, plants and other materials and monitoring and communicating project status; provides oversight and directs and coordinates the work of contractors, volunteers and other project staff.
5. Administers nursery, arboricultural services and seed production contracts supporting programs and activities; maintains and updates tree and plant seed inventories, ensuring provenance; develops and administers protocols for seed storage, stratification and germination testing.
6. Designs and reviews code and plans for effects on natural environment and the feasibility of actual implementation.

#### **OTHER DUTIES**

1. Stays abreast of trends and developments, best management practices and scientific research. Participates in the activities of local, national and international arboricultural, horticultural and botanical organizations.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Theory and principles of botany, biology of flora and fauna and ecology and ecosystem management.
2. Plant physiology and plant soil interactions.
3. Principles, methods and techniques of plant propagation and plant collection management including plant fertility, soils, pruning, planting and plant-removal techniques.
4. Methods and techniques for recognizing and controlling threats, such as non-desirable insects, diseases and plants, to the horticultural assets and health of local ecosystems, including integrated pest management programs.

5. City, state and federal construction specifications and regulations for native and ornamental landscapes and contracts.
6. Project management methods, tools and techniques.
7. Safe work methods and practices.

**Ability to:**

1. Plan, organize, implement, maintain and monitor resource protection, restoration, mitigation and enhancement projects including those involving community participation.
2. Evaluate natural resources and habitat conditions and design habitat restoration, mitigation and enhancement strategies and projects, applying principles and techniques of ecology and ecosystem management to local conditions and situations.
3. Train, organize and direct the work of paid and volunteer workers possessing a wide variety of skills.
4. Prepare accurate and complete technical documents such as permit applications, project status reports and ordinances.
5. Communicate effectively, orally and in writing with individuals and groups.
6. Establish and maintain effective working relationships with co-workers, community groups, volunteers, professional organizations, the public and others encountered in the course of work.

**Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in biology, botany, horticulture or natural resource science; and five years of progressively responsible experience in horticultural or natural resource development activities; or an equivalent combination of training and experience. Experience in a public agency is preferred.

**Licenses; Certificates; Special Requirements:**

A valid state driver's license may be required for certain assignments.

Some positions may require an Oregon Department of Agriculture Public Pesticide Applicator license within six months of appointment; or Certified Arborist standing with the International Society of Arboriculture within six months of appointment; and/or be an Accredited Rose Trial Judge within six months of hire.

## **PHYSICAL AND MENTAL DEMANDS**

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

## **SPECIALTIES**

Positions in this class are assigned to one of the following specialties: Arboretum Collections (ACOL), Natural Resource Ecologist (NRE), Rose Garden (RGAR), or Trails (TRL).

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### **Class History:**

**Adopted: 7-1-22**

**Revised: 1-1-23; added Trails Specialty**

## **30000317 – ARBORETUM COLLECTIONS SPECIALTY (ACOL)**

### **GENERAL PURPOSE**

Under direction, manages daily operations of the Arboretum.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Propagates and grows native plants in containers and nursery settings, ensuring provenance through collection and tracking of plant materials.
2. Oversees and serves as team leader for the day-to-day operations and maintenance activities of the Arboretum including acquisition, maintenance, evaluation and disposal of botanic and horticultural specimens; oversees fertilization, pruning, pest management, irrigation systems and soil preparation, in accordance with established plans.
3. Supervises the production and maintenance of plant labels and records; assists in the development of planting plans and the procurement of plants and materials.
4. Develops recommendations on the acquisition and disposal of botanic and horticultural specimens in conformance with arboretum policies.
5. Participates in plant-related arboretum functions such as plant sales, classes and occasional special events.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Principles, practices, methods and techniques applicable to management of botanic gardens, arboretums or similar public horticulture settings.
2. Planning and displaying living botanical and horticultural collections.
3. Methods and practices in display of living botanical and horticultural collections.

#### **Ability to:**

1. Organize and operate a plant propagation program and nursery, utilizing applicable methods and techniques of soil preparation, planting, irrigation, pruning and pest management.
2. Operate power and hand equipment and irrigation systems.
3. Locate resources of plant materials and assist in the development of collection plans.

## **30000321 - NATURAL RESOURCE ECOLOGIST SPECIALTY (NRE)**

### **GENERAL PURPOSE**

Under general supervision, plans permits and implements natural resource restoration and enhancement projects; and performs related duties as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

2. Plans, organizes, manages and monitors resource protection, restoration, mitigation and enhancement projects and programs; designs projects and develops plans and specifications; designs and manages large stream bank stabilization, riparian and upland revegetation projects incorporating native plant species; plans and applies slope stabilization and erosion control methods.
3. Monitors and evaluates project success, using standard protocols; identifies the need for additional restoration and maintenance treatments and efforts.
4. Develops and implements methods for establishing herbaceous plant populations and native plant installations; administers nursery and seed production contracts supporting programs and activities; maintains and updates plant seed inventories, ensuring provenance; develops and administers protocols for seed storage, stratification and germination testing.
5. Organizes the purchasing of plants and other materials for project implementation.
6. Designs and reviews code and plans for effects on natural environment and the feasibility of actual implementation.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

1. Principles, methods and practices of natural resource protection, restoration and enhancement, including erosion control methods and techniques, resource monitoring protocols and ecosystem management.
2. Practices, methods and techniques of watershed management and familiarity with local water quality issues.
3. Impacts to the health of local ecosystems (e.g., undesirable species, climate change, pollution) and methods for building ecosystem resiliency.
4. Wildlife biology, native plants, wetland ecology, fish biology, forestry, water quality, multi-objective management of floodplains and watershed, recreational management in natural areas.
5. Fungi and soil ecology and their connections to ecosystem health.

6. Indigenous traditional ecological and cultural knowledge (ITECK) and its application to land stewardship.
7. Basic principles of recreation management in natural areas.

**Ability to:** Evaluate natural resources; develop, design and implement habitat restoration and enhancement strategies and projects; and monitor and manage results.

### **30000323 - ROSE GARDEN SPECIALTY (RGAR)**

#### **GENERAL PURPOSE**

Under general supervision, manages and maintains the Bureau of Parks and Recreation's collection of roses; implements rose-related programs, competitions and special events; and performs related duties as assigned.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Manages the City's rose collection at multiple sites; plans, schedules, oversees and participates in horticultural work needed to maintain roses located at the International Rose Test Garden in Washington Park, at Peninsula Sunken Rose Garden and Ladd's Addition Rose Garden; procures, selects for replacement, plants, prunes and deadheads roses; manages pests and diseases in rose collection; inspects work of other staff and volunteers to assure quality.
2. Coordinates with supervisor, garden sponsors and partners to select and acquire new and replacement planting stock; factors in knowledge of rose garden history and historically significant roses; recruits and selects donors; maintains relationships with rose industry groups and rose hobby groups; participates in Rose Society meetings.
3. Consults with rose industry to improve pest management practices for commercial practitioners and homeowners.
4. Consults and coordinates with industry associates and rose provider partners to successfully manage three rose testing programs for new/experimental roses.
5. Coordinates and facilitates rose-related events and competitions; represents the City and Bureau at events in the City and the region; serves as judge at competitions.
6. Organizes and leads garden visits by visiting dignitaries; maintains knowledge of Rose Garden history and current collection, including species, color, placement and significance of particular roses to various groups; provides expertise, information and assistance to committees, residents, industry representatives and other public and nonprofit agencies; resolves inquiries and complaints from citizens, organizations and agencies.

7. Reviews and provides recommendations regarding permits for events to be held in rose gardens; manages scheduling and reservations; provides support to community activities in the gardens; works with Royal Rosarians, Portland Rose Society, Portland Rose Festival Association and others to schedule, coordinate and facilitate their activities in the gardens and the community.
8. Assists supervisor with development and implementation of rose garden publicity; takes pictures; reviews content of advertising; makes presentations to community and nonprofit groups; serves as recognized rose expert for public presentations, media questions and other situations.
9. Recruits, trains and manages volunteers working in rose gardens; solicit volunteers from the Master Gardener program; participates with Volunteer Coordinator in annual volunteer recruitment by developing advertising and making presentations.
10. Communicates with other bureau divisions regarding scheduled maintenance activities and garden usage that affects them or the public.
11. Respond to emergencies calls for incidents in the gardens, as necessary.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Broad, in-depth knowledge of roses, rose culture and garden management, equipment and supplies used to maintain rose gardens.
2. Volunteer recruitment and direction; applicable rules and policies regarding volunteers.
3. Pesticides and chemicals, their properties, interactions, toxicology, chemistry, legalities, environmental and health impacts.
4. Proper use, storage and disposal methods for a wide range of chemicals and hazardous materials related to assigned work.
5. Knowledge of applicable OSHA requirements.
6. Rules and policies regarding landscape contracting.
7. Basic knowledge of budgeting practices, methods and techniques.
8. Principles and practices of sound business communications.

### **Ability to:**

1. Judge roses for exhibition and/or propagation purposes.
2. Communicate effectively both orally and in writing. Present specialized rose-related information clearly, logically and persuasively.
3. Participate in public meetings; provide information, promote the generation of ideas.
4. Motivate and organize volunteers.
5. Develop and maintain good relationships with industry and community groups.
6. Organize and maintain records and files.
7. Learn how to apply for grants.



**Licenses; Certificates; Special Requirements:**

Must have Oregon Pesticide Applicators license within six months of hire. First Aid and CPR certification. Must be an Accredited Rose Trial Judge within six months of hire. Valid state driver's license.

**30004025 – TRAILS SPECIALTY (TRL)****GENERAL PURPOSE**

Under general supervision, manages Portland Parks & Recreation's (PP&R) Soft-Surface Trail Program which is responsible for improving trail access, reducing trail erosion, minimizing impacts to PP&R Natural Areas, maintaining trail surfaces, providing signage and wayfinding, improving bridges, boardwalks and other trail features; and offering trails-focused volunteer programming; performs related duties as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In collaboration with the supervisor, manages the Soft-Surface Trails program and provides leadership and programmatic and technical direction as the Trails Coordinator to Trails Team staff, seasonal staff and volunteers. Acts as "work lead" providing direction and guidance on day-to-day aspects such as scheduling, procurement, project management, etc. Works to ensure that trail maintenance and construction minimize ecological impacts and allows opportunities for sustainable and equitable access to recreation.
2. Serves as a technical resource for capital projects that are related to soft-surface trails throughout the bureau. Provides plan set review and comment and assists capital project managers in the technical aspects of trail design and construction. Provides recommendations for priority projects to senior staff.
3. Functions as a primary liaison to partners including but not limited to Oregon State Parks, Metro, PBOT Portland Pathways, Northwest Trail Alliance and other non-profits, and ODOT, to facilitate new trail construction and trail maintenance projects. Serves as a conduit to communicate information to and from relevant staff including supervisors and managers, Botanic Specialists and planners.
4. Engages in high profile projects and with a multitude of stakeholders. Represents PP&R and City of Portland in regional and state conferences highlighting programs, projects, methodologies and tools.
5. Acts as primary point of contact for soft-surface trails programs. Engages directly with the public to receive information about trail maintenance needs and access concerns; responds to questions and comments and communicates on associated matters; disseminates information to relevant staff as needed.

6. Reviews land use and construction applications and provides input on land use and development permits.
7. Conducts analysis and assessment and participates in developing strategies to develop trail plans and projects that are aligned with natural resource management goals and plans and that meet Bureau goals on equitable access to natural areas.
8. Assists in the prioritization of potential trail projects and utilizes a variety of factors, including equity, benefit, resources and urgency to make project recommendations for annual work plans.
9. Provides project management responsibilities for large and complex projects, including estimating costs, developing and tracking budgets, obtaining resources, equipment and materials. Communicates project status, provides oversight and directs and coordinates the work of contractors, volunteers and other project staff.
10. Designs and reviews code and plans specifically related to trail construction and maintenance standards that prioritize sustainable trail construction and minimize ecological impacts, as well as that related to allowed uses on trails in parks and natural areas.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

1. Techniques and practices of soft surface trail planning, design, assessment, construction, monitoring, repair, and maintenance.
2. Principles and practices of natural area restoration work, including erosion prevention.
3. Principles and practices of trail construction, masonry, and carpentry for trail structures.
4. Techniques, principles, and practices of training, leading, directing, and assessing the work of others.
5. Basic park and facilities maintenance.
6. Applicable laws, rules and ordinances related to park use.
7. City, state and federal construction specifications and regulations for trail construction and contract administration.
8. Project management methods, tools and techniques.
9. Safe work methods and practices.

### **Ability to:**

1. Lead and communicate effectively with staff and volunteers.
2. Gather and combine data and provide reports on project progress, accomplishments and costs.
3. Negotiate agreements with community groups and other external partners; review work performed and follow-up as needed.
4. Work with a safety program, based on OSHA safety standards.
5. Operate utility vehicles, mini-skid steers, pickups, towed-trailers, small to medium-sized

- vans, sedans and small trucks in natural area parks and on public streets and roadways.
6. Effectively navigate and work in remote areas, including off-trail work in areas of uneven terrain and extreme weather.