



Job Posting Announcement

Horticulturist

Application Deadline: August 27, 2025

Salary: \$75,915 - \$97,423/year DOQ

(starting salary is typically between \$75,915 - 88,567/year)

The primary focus of this position is the design, implementation, and maintenance of the City's extensive horticulture program. As part of these responsibilities, this position oversees the health and maintenance of the City's trees as well as provides high-level administration of the arborists and forestry program.

Purpose, Scope and Dimensions:

Under the direct supervision of the Parks Manager, the employee in this position is responsible for the Horticultural and Urban Forestry Services administered by the City of Midland, including the planning, development, maintenance, and management of municipal landscaping, tree care, and urban forestry programs. This position ensures the health, sustainability, and aesthetic value of public green spaces, including parks, medians, rights-of-way, and public facilities. The incumbent supervises full-time and temporary seasonal employees assigned to the Horticulture and Forestry functions for the City.

The following is intended as a brief description of the duties, responsibilities, and requirements of the position and are not intended to be all encompassing or all-inclusive.

Supervision Responsibilities

This position supervises the City's team of arborist, horticulture worker, and seasonal employees

Essential Functions:

Program Management & Technical Oversight

- Plans, implements, and evaluates horticultural and arboricultural programs, including ornamental plantings, turf management, invasive species control, and tree care (planting, pruning, and removal).
- Oversees municipal tree inventory and urban forest management efforts, ensuring alignment with industry best practices.
- Designs and specifies plantings to enhance public spaces, with emphasis on key areas such as downtown, entranceways, and parks.
- Develops and manages maintenance standards and schedules for irrigation, plant health care, soil management, and integrated pest management.
- Evaluates plant and tree performance to ensure suitability and adaptability to local environmental conditions.

Staff Leadership & Workforce Development

- Supervises, trains, and evaluates full-time and seasonal horticulture and arboriculture staff.
- Provides professional development, mentoring, and guidance to staff.
- Participates in recruiting, hiring, scheduling, and performance management of team members.

Community Engagement & Public Relations

- Serves as the City's lead contact on all matters related to horticulture and urban forestry.
- Responds to resident inquiries and concerns related to trees, landscaping, and plant health.
- Develops and facilitates public education efforts, volunteer programs, and community events (e.g., Arbor Day, planting events).

Project & Contract Management

- Manages specifications, bidding, procurement, and oversight of contracted services for tree removals, landscaping installations, and horticultural maintenance.
- Coordinates with vendors on product selection, delivery, and quality assurance.
- Works closely with engineering and planning departments on the landscape and streetscape components of capital improvement projects.

Administrative & Financial Responsibilities

- Assists with preparation and administration of operating and capital budgets for horticulture and forestry operations.
- Tracks expenditures, prepares reports, and maintains accurate program records in accordance with city policies.

Policy Development & Interdepartmental Collaboration

- Provides expert guidance to other City departments on horticulture and arboriculture issues.
- Collaborates on initiatives related to sustainability, biodiversity, and climate resilience.
- Ensures compliance with applicable local, state, and federal environmental regulations.

Other Responsibilities

- Actively participates in field operations, including planting, maintenance, and removal of ornamental plantings and trees, as needed.
- Leads and supports special horticultural and arboricultural projects for the City.
- Performs other related duties as assigned

Required Knowledge, Skills and Abilities:

Education & Experience

- Bachelor's degree from an accredited university in Horticulture, Arboriculture, Urban Forestry, Landscape Architecture, or a related field.
- Minimum of three (3) years of professional experience in a related field, preferably within a municipality of similar scope and size, including supervisory experience.
- Any equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities.

Technical Knowledge & Skills

- Strong knowledge of plant identification, soil science, sustainable landscape practices, and tree care standards.
- Demonstrated knowledge of horticultural design and best practices in horticulture and urban forestry.
- Understanding of local environmental conditions and the ability to select appropriate plant materials.
- Ability to assess plant health, diagnose stressors or disease, and implement corrective actions.

- Familiarity with forestry operations, safety protocols, and industry standards.
- Proficiency in GIS, asset management, work order systems, and Microsoft Office Suite.
- Ability to use software for scheduling, reporting, and communication.

Leadership & Communication

- Excellent leadership and supervisory skills, with experience managing staff, volunteers, and seasonal employees.
- Strong organizational and project management skills, including the ability to plan, implement, and evaluate projects.
- Effective verbal and written communication skills for interacting with the public, making presentations, and preparing reports.
- Ability to foster community engagement and apply customer service principles in public-facing programs.

Additional Requirements

- Problem-solving and conflict-resolution abilities to address public concerns and operational issues.
- Flexibility to work evenings and weekends for events, emergency response, or seasonal demands.
- Possession of a valid motor vehicle operator's license issued by the State of Michigan and must maintain a good driving record as a condition of employment.

Physical and Mental Demands:

Physical Demands

Individual may be required to visit non-office worksites and traverse unstable ground and outdoor areas. Must have ability to perform physical labor; twist, turn, stoop and bend repeatedly; lift 30 pounds; ability to work in a variety of weather conditions. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

Mental Demands

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or new skills; perform highly detailed work on multiple, concurrent tasks; and effectively interact with residents, coworkers, and others encountered in the course of work.

Application Instructions

Interested candidates may submit an on-line application and resume through the City employment page: <https://cityofmidlandmi.gov/1412/Current-Job-Openings>

EQUAL OPPORTUNITY EMPLOYER. *The City of Midland (City) considers all applicants for employment without regard to race, color, religion, sex, national origin, age, handicap or disability, or status as a Vietnam-era or special disabled veteran in accordance with federal law. In addition, the City complies with applicable state and local laws prohibiting discrimination in employment in every jurisdiction in which it maintains facilities. The City also provides "reasonable accommodations" to qualified individuals with disabilities, in accordance with the Americans with Disabilities Act and applicable state and local laws.*