



City of Omaha  
Jean Stothert, Mayor

## Human Resources Department

Omaha/Douglas Civic Center  
1819 Farnam Street, Suite 506  
Omaha, Nebraska 68183-0506  
(402) 444-5300  
FAX (402) 444-5314  
FAX (402) 444-5317

**Deborah K. Sander**  
Director

Honorable President

and Members of the City Council,

The attached Ordinance provides for the creation of a new classification, Greenhouse Foreman. The position was created at the request of the Human Resources Department. The new class specification is attached.

After completing the study of the City Maintenance Foreman II position contemplated by the 2022 CMPTEC Labor Agreement, it was determined that there was one employee who was so classified whose duties were not accurately described by the existing class specification. After consideration, it was determined that it was appropriate to create a new class specification to encompass those duties. The Greenhouse Foreman position differs from the City Maintenance Foreman II position in that it is primarily focused on the management and maintenance of the City greenhouse. The new classification focuses on greenhouse-specific duties, such as designing flower beds, monitoring heating and cooling systems, and coordinating with volunteer and neighborhood groups.

The Greenhouse Foreman will be a Civilian, Management, Professional and Technical Employees Council (CMPTEC) bargaining unit position. The Human Resources Department has determined that the salary for the Greenhouse Foreman classification will match the salary of the City Maintenance Foreman II and will be set at \$60,902 to \$79,560 annually.


The classification was submitted and approved by the Personnel Board at its February 23, 2023 meeting.

Respectfully submitted,

Referred to City Council for Consideration:

  
Deborah K. Sander  
Human Resources Director  
2/28/2023  
Date

  
Jean Stothert  
Mayor's Office/Title  
3/1/23  
Date

  
Stephen B. Curtiss  
Finance Director  
2/28/23  
Date

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE to amend Section 23 - 177 of the Omaha Municipal Code concerning employment classifications by adding the employment classification entitled Greenhouse Foreman with a salary range of \$60,902 to \$79,560; to repeal Section 23 - 177 as heretofore existing; and to provide the effective date hereof.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF OMAHA:

Section 1. Due to the length of the affected Ordinance, Omaha City Council Rule VII(B) requiring amending ordinances to recite the entire section is hereby waived solely for the purposes of this Ordinance and only the lined out material to be deleted and the underlined material to be added shall be recited herein.

Section 2. That Part A Classifications – Civilian Management, subpart Parks & Recreation (16) of Section 23 - 177 of the Omaha Municipal Code is hereby amended by adding the classification entitled Greenhouse Foreman, Code Number 2320 which has a salary range of \$60,902 to \$79,560, as follows:

<u>Code No.</u>	<u>Class Title</u>	<u>Pay Range</u>
<u>2320</u>	<u>Greenhouse Foreman</u>	<u>\$60,902 to \$79,560</u>

Section 3. Section 23 - 177 of the Omaha Municipal Code, as heretofore existing is hereby repealed.

Section 4. This Ordinance, being legislative in character, and in accordance with Section 2.12 of the Home Rule Charter of the City of Omaha, shall be in full force and take effect fifteen (15) days following the date of its passage.

ORDINANCE NO. \_\_\_\_\_  
PAGE 2

INTRODUCED BY COUNCILMEMBER

\_\_\_\_\_

APPROVED BY:

PASSED \_\_\_\_\_

\_\_\_\_\_  
MAYOR OF THE CITY OF OMAHA      DATE

ATTEST:

\_\_\_\_\_  
CITY CLERK OF THE CITY OF OMAHA      DATE

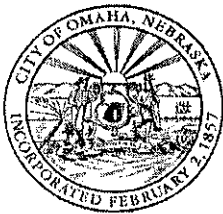
APPROVED AS TO FORM:



\_\_\_\_\_  
DEPUTY CITY ATTORNEY

2/28/23  
\_\_\_\_\_  
DATE

2023\20650sel



## CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: GREENHOUSE FOREMAN**

**BARGAINING UNIT: CIV MANAGEMENT    CODE NUMBER: 2320**

**PAY RANGE CODE: 2320**

**REVISION DATE:**

### **NATURE OF WORK:**

This is skilled and supervisory work as a foreman in charge of overall effective operation of a City greenhouse and planting programs. Work involves responsibility for supervising subordinate personnel engaged in a wide variety of garden maintenance and planting functions. Independence is exercised in the completion of various projects which are subject to review by a designated supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Plans, schedules, and supervises the operations and maintenance of greenhouse facilities, equipment, and grounds, as well as the planting and maintenance of flower beds throughout the city.

Identifies trees and shrubs on City property that are in need of special care and maintenance; surveys City streets for dead and hazardous trees and branches.

Identifies pests and diseases on plants and works with gardening staff to plan treatment.

Coordinates plantings with volunteers and neighborhood groups.

Gives tours of greenhouse facilities to school groups, gardening clubs, and neighborhood associations.

Plans growing season and coordinates acquisition of plants, supplies, and equipment.

Assists with special plantings and projects for special events.

Designs flower beds.

Monitors greenhouse for heating and cooling issues.

Maintains accurate work schedules, personnel records, progress reports, time and attendance, and other records.

Plans, schedules, prioritizes, assigns, and supervises the work of subordinates. Counsels and evaluates subordinates regarding appropriate work methods, safety precautions, and divisional policies; recommends disciplinary actions against employees in violation of policies and procedures and dispenses approved discipline according to the pertinent union contract.

Coordinates work projects with other maintenance districts or divisions.

Investigates and responds to complaints and requests for service from members of the public.

Oversees snow removal operations.

Enters data into computer files concerning work orders and the general operations of the assigned area or program and compiles reports from that data.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of the standard methods, materials, tools, and practices used in growing a wide variety of plants inside and outside of a greenhouse.

Knowledge of the appropriate treatment techniques for pests and diseases on plants and trees.

Knowledge of the occupational hazards present in the assigned area and the precautions necessary to prevent them.

Knowledge of the geography of the City.

Knowledge of traffic laws and regulations governing equipment operations.

Ability to learn and adapt to advances in computer and electronics device technology and software.

Ability to plan, organize, and supervise subordinates engaged in their assigned duties.

Ability to communicate with other employees and the general public to direct work operations and to respond to citizen complaints.

Ability to understand sketches and area maps.

Ability to read and write the English language.

Ability to understand oral and written instructions.

Ability to establish and maintain effective working relationships with fellow employees and members of the general public.

Ability to adhere to safety policies, procedures, and guidelines.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelors Degree in Horticulture or a related field

OR

Associates Degree (or two years college coursework) in Horticulture or a related field

AND

Four (4) years of progressively responsible experience in greenhouse growing, two (2) years of which must have been in a supervisory capacity

**SPECIAL QUALIFICATIONS**

Must hold a Nebraska Pesticide Application Certification at the time of application.

Must possess a valid Class O motor vehicle operator's license.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Depending on the assigned division, work may be performed outdoors in varying temperatures and weather conditions or inside buildings with no windows and amid normal conditions of humidity, fumes, odors, chemicals, and dust. Work may involve exposure to motor vehicle and chemical fumes, as well as pollen, weeds, and other airborne allergens. Noise levels may require shouting in order to be heard. Work requires a considerable amount of driving. Conditions may also necessitate working in and around high traffic areas and in wet and muddy areas.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer  
Pick-Up Truck/Automobile  
Hand and Electrical Tools  
Pesticide/Fertilizer Applicator or Chemical Sprayer

Telephone  
Printer

Facsimile Machine  
Copier

Previous Revision Date(s):

# **GREENHOUSE FOREMAN** **PHYSICAL REQUIREMENTS**

Physical Requirements	EXAMPLES OF RELATED JOB DUTIES	Rarely 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Standing	Performed while monitoring crew, talking to park visitors and watering flowers.		X		
Walking	Inspecting playgrounds, looking for issues only accessible by foot, checking on flower beds.			X	
Sitting	Working on the computer, attending meetings and driving from jobsite to jobsite.		X		
Lifting	Raising and lowering objects up to 75 lb.		X		
Carrying	Transporting an object up to 50 lb a distance of up to 10 feet.		X		
Climbing	Getting on and off park equipment, climbing in/out of truck.		X		
Balance	Walking on uneven or wet terrain.	X			
Stooping	Assisting employee in changing a tire, assembling equipment, planting flowers, weeding.	X			
Kneeling	Assisting employee in changing a tire, assembling equipment, planting flowers, weeding.	X			
Crouching	Assisting employee in changing a tire, assisting with a task, shop work, transplanting plants.	X			
Reaching	Assisting employee with a task, watering or training employees in equipment use.	X			
Hand Usage	Responding to work orders, taking notes, using smart phone, planting flowers and weeding.			X	