



## **VACANT POSITION**

Enhancement Coordinator  
Gardens Department

**Job Purpose:** To coordinate and work with all Parks and Gardens staff on day-to-day operations of the greenhouse. To provide technical and administrative assistance, to implement horticulture and landscape work involving care, improvement, and beautification of the city parks and gardens, and to all city owned landscaped areas.

- Coordinates and works with a crew daily to perform ground maintenance and plants to entrance ways and green spaces, checks to ensure work is done correctly.
- Maintains greenhouse by performing sanitizing procedures, pesticide and fungicide applications.
- Manages the greenhouse plant production operation. Seeds and propagates plants and materials for all planting seasons.
- Oversees and works with crew in planting, fertilizing, pruning and watering techniques during peak planting seasons.
- Keeps records of planting, propagation, fertilization programs and pest and disease management.
- Responsible for bedding and landscape throughout the gardens, for enhancement to existing beds and new landscaping projects.
- Helps decorate for parties, special events, garden events, and annual holidays.
- Performs exceptional service to internal and external customers.

**Required Knowledge, Skills, and Abilities:** Ability to work with grounds maintenance equipment such as lawn mowers, leaf blowers, trimmers, and chain saws. Must have the ability to work with the public.

**Minimum Qualifications:** Two year college degree with an emphasis in horticulture, landscaping, or related field; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities. Must possess a valid S.C. driver's license.

Deadline to Apply: **Open until filled**  
Apply online at [www.sumtersc.gov](http://www.sumtersc.gov) or  
mail resume with cover letter along with application to:  
City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150

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This Notice is not intended to be an all-inclusive list of duties, knowledge, skills and abilities required to do the job. This is intended only to describe the general nature of the job. A more comprehensive list of duties, responsibilities and essential job functions is available on the job description.