Gardener

Purpose Statement

The job of Gardener is done for the purpose/s of providing grounds maintenance services at assigned site/s; ensuring attractive and safe grounds area/s and athletic fields; protecting against erosion; performing a variety of special grounds maintenance operations; and maintaining grounds for assemblies, events and/or recreational activities.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Applies organic pesticides to site facilities. for the purpose of maintaining a continuing program of preventive pest control.
- Assists maintenance workers with projects for the purpose of completing projects in a safe, efficient manner.
- Attends department meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Informs personnel regarding procedures and/or status of work orders for the purpose of providing information for decisions making, taking appropriate action and/or complying with health and safety regulations.
- Informs staff, students and others present at job sites (e.g. post MSDS info, signage, etc.) for the purpose of providing information on pest control chemicals and related health hazards.
- Maintains job related grounds keeping equipment (e.g. oil parts, sharpen blades, replace filters/belts, repair paint machine, etc.) for the purpose of ensuring for the availability of equipment in a safe operating condition.
- Makes minor repairs to irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order and coordinating with other trades as needed.
- Operates scissor lift and JLG (Boomlift) for the purpose of providing an independent work platform as needed.
- Plants a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
- Prepares grounds and athletic fields (e.g. fertilizes soil, courtyards, flower beds, chalk fields, paint striping, drag tracks, line field, setup barricades, etc.) for the purpose of providing adequate, clean and safe areas for assemblies, recreational activities and/or athletic events.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, faulty sprinklers, blocked drains, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.

- Transports a variety of tools, equipment, supplies, etc. (e.g. weed cutter, blowers, mower, shears, loppers, safety gear, gloves, etc.) for the purpose of ensuring the availability of materials required at job site.

Other Functions

- Performs other related duties as assigned and takes technical direction from lead personnel for the purpose of ensuring the efficient and effective functioning of the Department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance including tractors; weed whips; mowers; hand and power tools; etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: method of preparing and maintaining various plants; shrubs; lawns; etc.; hazardous materials: safe use and disposal of pesticides, herbicides and chemicals used in grounds and maintenance work; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; meeting deadlines and schedules; working under time constraints; and communicating with diverse groups.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 15% sitting, 40% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of one year job related experience.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability
Boom Lift/JLG Certification

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	12/13/2016	37