

GARDENER

JOB SUMMARY

Under general supervision, performs gardening, grounds maintenance and beautification-related work around schools and district-related facilities, and plants and cares for lawns, trees and shrubbery.

DISTINGUISHING CHARACTERISTICS

The Gardener classification is distinguished from other classifications in that the incumbent performs more routine gardening and grounds maintenance work around schools and district-related facilities using smaller grounds equipment such as mowers, edgers, trimmers, rakes and blowers. On the other hand, the Grounds Equipment Operator differs from this classification in that the incumbent operates and maintains heavy ground maintenance equipment such as large tractors and riding mowers whereas the Lead Gardener is responsible for planning, coordinating, leading and supervising gardening and grounds maintenance work.

SUPERVISION RECEIVED AND EXERCISED

The job incumbent in this classification reports directly to the Director of Facilities, Maintenance and Operations and/or Supervisor of Maintenance and Operations. The job incumbent does not supervise other personnel.

EXAMPLES OF DUTIES- Duties may include, but are not limited to, the following:

- Cuts, mows, trims, prunes, edges, aerates and cares for gardening and grounds-related areas around and inside school sites and district facilities (e.g., lawns, fields, planters, flower beds and walls, trees and shrubs) using various gardening and grounds maintenance tools and equipment;
- Operates and maintains a variety of hand and power tools such as mowers, edge trimmers, weed whackers and leaf blowers;
- Plants, cultivates, sprays (e.g., herbicides and insecticides), waters, fertilizes, irrigates, transplants and mulches lawns, fields, flowers, trees and shrubs;
- Rakes, sweeps, picks up and disposes leaves, weeds, branches, litter and other debris as appropriate;
- Controls for weeds and pests (e.g., gophers and rodents) using the District's established guidelines, procedures and safety protocols;
- Repairs walkways, fences, planters or other fixtures;
- Installs and maintains artificial turf as needed;
- May make or assist in minor repairs to gardening and grounds-related equipment and tools, and sprinkler systems;
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Education: Graduation from high school or GED is required.

Experience: One (1) year of experience in gardening, grounds maintenance and/or related work is required.

Knowledge of:

- Principles, practices, methods, materials, tools and equipment related to gardening, grounds maintenance and beautification-related work such as maintaining, planting, cultivating, pruning and caring for flowers, trees, shrubs, fields and lawns;
- Proper and safe use of power equipment and tools, materials and chemicals related to gardening and grounds maintenance;
- Applicable federal, state, and local laws, District policies, regulations, processes, procedures, protocols and rules;
- Principles and practices of workplace safety;
- Interpersonal skills using tact, patience and courtesy;
- Practices of excellent customer service;
- Formal English and word usage;
- Basic arithmetic.

Ability to:

- Effectively perform heavy physical labor, such as cutting, trimming, mowing edging and maintaining lawns and fields;
- Effectively and safely operate, learn and utilize various gardening and grounds maintenance tools and power equipment based on established District processes and procedures;
- Learn, understand, apply, adhere and keep-up-to-date with applicable federal, state, and local laws, District policies, regulations, processes, procedures, protocols and rules;
- Safely apply and utilize specialized chemicals to control and eradicate weeds, insects and other pests;
- Work independently and effectively with minimal supervision;
- Effectively handle and resolve conflicts that may arise;
- Effectively prioritize, handle and respond to stress and changes at work as well as to competing and/or difficult situations as they arise;
- Effectively exercise discretion and judgment in choosing appropriate courses of action in a timely manner and responds appropriately with tact, patience, courtesy and urgency;
- Effectively build rapport, and establish and maintain cooperative, working relationships with others, including administrators, District personnel and staff;
- Take initiative;
- Effectively work in a team environment;
- Effectively anticipate the needs of customers, and provide excellent customer service;
- Communicate clearly and effectively, both orally and in writing;
- Interpret diagrams and illustrations;
- Perform mathematical calculations with speed and accuracy;
- Establish and maintain insurability to drive a District vehicle as part of the District's Pull Notice program;
- Comply with mandatory child abuse reporter training requirements as part of pre-employment and on an annual basis.

License:

- Possession of a valid Class C California Driver's License and insurability to drive a District vehicle as part of the District's Pull Notice program is required.

Special information:

- The safe operation of a District vehicle is required.

- All applicants will be required to submit a recent driving record from the DMV that includes all reportable driving information such as convictions, departmental actions and accidents on a person's driver record. The driving record must be dated less than one month old from the recruitment closing date.

PHYSICAL STANDARDS:

The work environment and physical demands of the positions as described below are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals to perform the essential functions of this specific position.

Work Environment: The incumbent works in an outdoor environment that is in and around various school sites throughout the District. The incumbent will be exposed to seasonal heat, cold, and adverse weather conditions when working outdoors, in addition to heat from mechanical equipment. The incumbent frequently works near moving mechanical equipment and is regularly exposed to vibrations from the equipment, and to fumes, dust, odors, pollen, airborne particles and chemicals used in pest control and weed abatement. The incumbent may also work at heights (e.g., climbing ladders). The incumbent is in direct contact with students, the public and other employees. The incumbent is required to effectively manage constant interruptions and appropriately respond to crisis and emergency situations in a timely manner. Negative interactions resulting from these contacts can result in stressful situations. The incumbent may be exposed to contagion or infection due to the nature of interactions with others. The noise level in the work environment is loud, especially during equipment operation.

Physical Demands: Primary functions of the position require physical ability and mobility to work in an outdoor environment (e.g., in and around school sites) as follows: to regularly stand and walk for extended periods of time; to occasionally twist at the neck and trunk, climb ladders and work from heights, and bend at the waist and stoop, kneel, crouch or crawl; to regularly reach with hands and arms, overhead, above shoulders and horizontally, and use hands to handle objects and tools; to independently and regularly lift, carry, and/or move up to 50 pounds without assistance, and push and pull up to 100 pounds; to see, with or without correction, within normal visual range in addition to possessing specific visual abilities required by this job including close vision, color vision, peripheral vision and depth perception; to hear within normal audio range with or without correct. Regular physical attendance at work is an essential requirement of this job classification. In addition, operation of a District motor vehicle with a valid Class C driver's license and acceptable driving record to maintain insurability and to drive a District vehicle as part of the District's Pull Notice program is required for this position.

The information contained in this physical standards description is for compliance with ADA and is not an exhaustive list of duties performed. The individuals in this job perform additional duties and additional duties may be assigned.

Gardener Personnel Action	Personnel Action Date
Adopted by the Personnel Commission:	06/07/81
Revised by the Personnel Commission:	05/04/87, 10/03/88, 06/13/02
Revisions Approved by the Personnel Commission:	4/29/2019

