

Lakewold Gardens

GARDEN RANGER

Job Description

Job Title: Garden Ranger

Department: Horticulture

Reports To: Garden Manager

FLSA Status: Non-exempt, part time position

Pay Scale: \$12 per hour

Summary: To provide a variety of safety, security, grounds maintenance, and public service duties.

Essential Duties and Responsibilities include the following:

- Opens the garden to the public in the morning and closes it at night.
- Observes and guides public use of Lakewold to assure compliance with normal standards of garden use.
- Responds to visitor and employee emergencies, including illnesses, injuries, and property damage accidents.
- Performs a variety of light building or pool maintenance duties as needed or assigned.
- Uses power blower to clear debris from property during each shift.
- Performs gardening duties as assigned, to include trail maintenance, weeding, leaf removal, and composting.
- Performs general maintenance on water features.
- Assists in cleaning grounds, including garbage cans and ashtrays, remove outdoor litter, inspecting and tidying restrooms.
- Waters lawn, shrubs and other supplemental container plantings.
- Assists with event set-up, breakdown and clean-up.
- Works with staff, visitors, and volunteers in a courteous and respectful manner.
- Performs a variety of visitor assistance duties, including setting ramps and otherwise assisting disabled persons, and responding to emergency and courtesy needs including accidents, injuries, and property damage.
- Assists other staff members with special events operations including assisting with parking lot management, directing foot and vehicular traffic, assisting with shuttle operations, and posting signs.
- Works with Garden Shop and Visitor Services team to ensure a quality visitor experience. Provides breaks, as needed.
- Other duties as assigned.

Supervisory Responsibilities: This job has no supervisory responsibilities.

To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner; Develops alternative solutions; Works well in group problem solving situations.

Teamwork - Contributes to building a positive team spirit; Supports everyone's efforts to succeed.

Organizational Support - Follows policies and procedures; Supports organization's goals and values. Respects diversity. Works ethically while communicating the Mission and Vision Statement of Lakewold Gardens.

Judgement - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives;

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: High school diploma or general education degree (GED) and 1 year related experience and/or training.

Certificates, Licenses, Registrations: CPR/First Aid within first two years.

Other Skills and Abilities: Must be able to safely operate gas-powered backpack blower.

Physical Demands/Work Environment: The physical demands and work environment of this job are detailed on the next page. These parameters are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand and kneel. The employee must regularly lift and /or move up to 50 pounds.

While performing the duties of this job, the employee is almost exclusively required to work outdoors and frequently in inclement weather.

Appropriate dress and behavior are expected at all times.

Signature _____ Date _____

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GARDEN RANGER

PHYSICAL REQUIREMENTS OF THE JOB

Physical Requirements

- NP Not Present
- O Occasional (up to 25% of time)
- F Frequent (26%-74% of time)
- C Constant (75% or more of time)

Requirement	Parameters				(e.g., # lbs., % of time, what, where)
	NP	O	F	C	
• Standing/Walking: Remaining on one's feet in an upright position at a work station or moving about a work area.				X	
• Sitting: Remaining in the normal seated position.		X			
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		Tools, plants
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.			X		Containers of water, yard debris, etc.
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.			X		Raking
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.		X			Climbing ladders
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.			X		Litter pick-up, fallen tree limbs
• Kneeling: Bending legs at knees to come to rest on knee(s).			X		Weeding
• Crawling: Moving about on hands and knees, or hands and feet.		X			Weeding
• Reaching: Extending hand(s) and arm(s) in any direction.			X		Weeding
• Handling: Seizing, holding, grasping, turning, or otherwise performing precision work with hand(s).			X		Blower
• Bending/Twisting: Continual, intermittent flexing or rotation of the wrist(s) and/or spine.			X		Raking and debris pick-up.
• Talking: Expressing or exchanging ideas by means of the spoken word.			X		Visitor contacts
• Hearing: Receiving detailed information through oral communication.				X	Visitor contacts
• Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors.	X				
• Vision: Clarity of vision at near and/or far distances.				X	
• Driving: Off road		X			Use of Workman
• Computer: Usage or other special equipment operated.		X			Email
• Work environment: Outdoors in all weather conditions.				X	