

# Lakewold Gardens

## GARDENER

### Job Description

**Job Title:** Gardener

**Department:** Horticulture

**Reports To:** Horticulture Manager

**FLSA Status:** Part-Time

**Pay Scale:** \$12 per hour

**Summary:** Maintains 10-acres of gardens as a part of the Horticulture team.

#### **Essential Duties and Responsibilities:**

- Maintains garden beds to a consistent aesthetic standard, i.e., pulls weeds, dead head, cut back perennials, plant, add compost and mulch.
- Trims, edges and maintain walks, shrub beds, and other areas to include weed pulling, mulch spreading, removal of ivy and other invasive groundcovers.
- Prune shrubs and trees to shape and improve growth (done with training and supervision).
- Plants flowers, trees, shrubs and seeds lawn areas.
- Waters lawn, shrubs and other supplemental container plantings.
- Works with team members in serving the horticultural needs of the community.
- Monitors the irrigation schedule and the sprinkler coverage
- Assists in the maintenance during the summer, i.e., watering greenhouse plants, potting, deadheading, monitoring temperature, checking for fungus and pests, general clean-up, as needed.
- Assists with event set-up, breakdown and clean-up.
- Works with staff to complete organizational tasks, as requested.
- Works with team members in mowing activities.
- Blows property
- Other duties as assigned.

**Supervisory Responsibilities:** This job has occasional supervisory responsibilities of volunteers.

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

**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.

**Planning/Organizing** - Uses time efficiently.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality.

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

**Safety and Security** - Observes and follows safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Adaptability** - Able to deal with frequent change, delays, or unexpected events and coordinate around activities as needed.

**Attendance/Punctuality** - Is consistently at work and on time and uses responsible communication efforts in the event of illness or tardiness.

**Dependability** - Follows instructions, responds to management direction.

**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 one year related, verifiable experience and/or training; or equivalent combination of education and experience. Enrollment in or completion of a Horticulture program preferred.

**Certificates, Licenses, Registrations:** Good driving record with current license and CPR/First Aid. Certification within first year.

**Other Skills and Abilities:** Must be able to safely operate routine gas-powered grounds maintenance equipment to include mower, edger, line trimmer, and 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. 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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## 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	Weedeating, blower, edger and mowing.
• Sitting: Remaining in the normal seated position.		X			Mowing
• Carrying: Moving an object, usually by holding it in hands or arms, or on shoulders.			X		Weedeater and blower.
• Lifting: Raising or lowering an object from one level to another using hands, arms and/or shoulders, back and/or legs.			X		Wheelbarrow
• Pushing/Pulling: Exerting force upon an object so that the object moves away from or toward the force.			X		Weedeater, lawn mower and wheelbarrow.
• Climbing: Ascending or descending ladders, stairs, ramps, poles, and the like, using feet and legs, and/or hands and arms.		X			Ladders
• Traveling: Requires travel outside geographic region.	X				
• Stooping: Bending body downward and forward by bending spine at the waist.				X	Weeding
• 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	
• Reaching: Extending hand(s) and arm(s) in any direction.				X	Blower and cleaning pool
• 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	Blower and mowing.
• Talking: Expressing or exchanging ideas by means of the spoken word.				X	Discussions with team and visitors
• Hearing: Receiving detailed information through oral communication.				X	
• 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: Requires valid state driver's license.		X			
• Computer: Usage or other special equipment operated.		X			mower and riding tractor.
• Work environment: Outdoors in all weather conditions.				X	