

# City of Seward Job Description



## Job Title: Gardener I

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<b>Range:</b>	5.5A	<b>Salary:</b>	\$14.36/Hour
<b>Department:</b>	Parks & Recreation	<b>Approved By:</b>	
<b>Reports to:</b>	Parks Operations Supervisor, Park Technician, Park Maintenance Worker I, II III, and/or Parks & Recreation Director	<b>Date:</b>	March 23, 2016
<b>Supervises:</b>	N/A		
<b>Position:</b>	Seasonal		

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### Summary:

This position is responsible for assistance with the general maintenance of City outdoor recreation areas. Plants, and maintains: gardens, flower planters, hanging baskets, etc. within City parks, pocket parks, facilities, campgrounds and possibly City parking lots and cemetery. May be required to work early mornings, evenings, weekends and holidays as necessary. Usually works alone during most shifts.

### Essential Duties and Responsibilities:

Reviews planting schematics, plans, written instructions. Plants and cares for gardens and landscape areas according to directions.

Uses supplied tester-kits and tools to assess and recommend fertilizers, organic matter, weed products and/or including chemicals or organic products. Uses, cleans, transports, disposes and stores chemical, cleaning and other products according to federal, state and local requirements, policies and procedures.

Discerns which plants, trees, shrubs, wildflowers and flowers thrive best in the Seward weather and environments.

Performs routine cleaning tasks at any City park, such as litter pickup, trash bag replacement, sweeping of facilities and possible spot-cleaning restrooms or port-a-potties.

May perform secondary work such as routine turf maintenance tasks such as hand mowing, trimming, fertilizing, liming, and watering. May use tools to enhance water drainage. May remove and replace park painted surfaces, etc. Cleaning memorials such as cemetery headstones, statues, landscaping or donated gifts such as commemorative plaques, small buildings, art &/or interpretive panels, etc.

Performs minor repairs on equipment and tools.

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Assists with park beautification or set-ups such as picnic tables, benches, bulletin boards and garden or small fences.

Provides grounds maintenance and curative enhancement of the city cemetery.

Operates light trucks, electric trucks, power tools and other light equipment. Able to fuel vehicles according to requirements. Responsible for inventory of supplies and equipment.

May provide professional input on other park-related and/or landscape projects such as purchases or installation of art, interpretive panels and placements, memorial trees, benches, rock gardens, holiday or similar lighting, outdoor welcome banners, solar lighting, lighting as art for ice rink use, etc.

Performs other related duties as assigned.

**Supervisory Responsibilities:**

May supervise one staff member on extended projects. Not responsible for formal staff evaluations; reports staff progress to supervisor.

**Qualification Requirements:**

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) required. One year experience in operation of maintenance equipment, including, but not limited to, trimmers, lawn mowers, weed eaters, lawn-edgers, gravity-flow water tank, and hand tools. Previous experience in landscape, park maintenance and/or recreation field maintenance preferred. Experience and success in working within a team atmosphere; skill in working with others.

**Language Skills:**

Ability to read, analyze and interpret procedures manuals, planting and color schematics, design concepts, written instructions, and policy memos. Ability to file incident reports, short correspondences to coworkers and supervisors, as needed, using department forms. Ability to research, comprehend and put chemical or other safety documentation into practice. Ability to effectively present information and respond to questions from co-workers, supervisors and park patrons. Ability to communicate effectively and deal with the public for information referral and in conflict situations. Ability to use electronic timesheets software.

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**Mathematical Skills:**

Ability to add and subtract eight digit numbers and to multiply and divide, calculate figures and amounts such as discounts and percentages. Ability to perform these operations using units of American money and weight measurement and distance.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed instructions. Ability to define problems, collect data, establish facts and present recommendations to supervisors. Ability to deal with several abstract and concrete variables.

**Other Skills and Abilities:**

Knowledge of some objectives of public outdoor recreation, human behavior and the mental and physical hygiene, as applied to parks and campground recreational maintenance. Ability to obtain Cardio Pulmonary Resuscitation (CPR) certification and First Aide certification if offered or required by Seward Parks & Recreation. Able to pass several on-line training classes in safety, customer service, driving, etc. if required.

Possession of or ability to obtain a valid State of Alaska driver's license.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 sit, talk, hear, walk, stand, reach with hands, feel objects, stoop, squat, pull, stretch and grab, climb, bend, twist, lift or crouch. The employee is frequently required to handle objects, tools or supplies, crawl, or kneel. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and depth perception.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

**Public Relations:**

Public relations shall be an integral part of each employee's job. Employees shall be courteous, helpful and conduct themselves in a manner which is appropriate for an employee in public service.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 regularly works in outside weather conditions, including cold, wind, rain, sun, and heat.

The noise level in the work environment is usually moderate. Ear protection may be required frequently while performing tasks producing higher noise levels. The employee occasionally works in high, precarious places.

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