



Job Description

Title: Gardener	FLSA Status: Non-Exempt	Months: 12
Supervisor: Director-Maintenance, Operations & Transportation	Supervises: N/A	Range: 24
Department: Maintenance, Operations & Transportation	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Director-Maintenance, Operations & Transportation, lead and participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped area; train and provide work guidance to assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Lead and participate in a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped area; train and provide work guidance to assigned personnel.
- Mow, edge, trim and water lawns, fields and other turf grounds at assigned school sites; prepare and fertilize soil; water various grounds areas by hand or by operating the irrigation system.
- Plant, cultivate, prune, spray, fertilize and irrigate flowers, trees, grass and shrubs; hoe and pull weeds and rake leaves; edge walkways; sweep litter from walks and driveways.
- Perform general grounds cleanup, including picking up paper, trash and debris on grounds areas and other assigned areas.
- Operate a variety of power-driven equipment such as tractors, mowers, edgers, blowers, chain saws, hedge trimmers and other equipment used in grounds work; utilize standard gardening hand tools; drive a vehicle to conduct work.
- Apply pest control methods to eradicate weeds and other pests according to established procedures.
- Maintain grounds maintenance equipment in safe operating condition; perform minor maintenance on equipment as assigned.
- Prepare and maintain routine records related to assigned activities.
- Check irrigation systems and assist with the maintenance and repair of irrigation systems.
- Train and provide work guidance to assigned personnel.
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.
- Perform routine work in the preparation, lining, marking and dragging of athletic fields and related areas as assigned.
- Assist with maintaining appropriate supply inventory and recommend needed supplies for department and assigned activities.

OTHER DUTIES:

- Perform related duties as assigned.

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. The work environment characteristics and physical

demands 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.

Knowledge of:

- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and grounds maintenance work.
- Cultivating, fertilizing, watering and spraying of flowers, trees and shrubs.
- Operation and maintenance of hand and power tools and equipment used in grounds maintenance.
- Basic record-keeping techniques.
- Health and safety regulations.

Skills/Ability to:

- Perform a variety of grounds maintenance and gardening duties in the beautification of assigned grounds and landscaped areas.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Maintain athletic areas in a safe condition.
- Operate hand and power tools and other equipment used in grounds maintenance.
- Learn methods and materials used in controlling weeds and other pests.
- Understand and follow oral and written instructions.
- Maintain routine records.
- Observe health and safety regulations.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED.
- Two years grounds maintenance experience.

Licenses, Certifications and other Requirements:

- Valid California Class C driver's license.
- In order to conform with CAL-OSHA, AHERA, all gardeners are required to be fit for respirators as a condition of initial and/or continued employment.

WORKING CONDITIONS:

Work Environment:

- Outdoor work environment.
- Seasonal heat and cold or adverse weather conditions.
- Exposure to fumes, dust, odors, oil, grease and gases.

Physical Demands:

- Dexterity of hands and fingers to operate grounds maintenance equipment.
- Walking or standing for extended periods of time.
- Seeing to perform gardening and grounds work.
- Lifting, carrying, pushing or pulling heavy objects as assigned by position.
- Sitting to operate tractors, mowers and other machines.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Heavy physical labor.
- Climbing ladders.

Hazards:

- Exposure to chemicals used in pest control and weed abatement.
- Working around and with machinery having moving parts.
- Working at heights.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.