



City of Ouray

Job Description

Title:	Gardener (Seasonal)	Code:	525
Division:	Operations	Effective Date:	01/2017
Department:	Public Works Department	Last Revised:	

GENERAL PURPOSE

Performs a variety of **unskilled or semi-skilled duties** involving horticulture work with specific responsibility for the planning, planting, care, and maintenance of ornamental flowers, plants, shrubs, and trees located in the various planters and gardens located throughout the City.

SUPERVISION RECEIVED

Works under the general supervision of the Public Works Director and Public Works Foreman.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Plans, coordinates, and orders plants and materials for the summer gardening season.

Prepares, plants, and maintains flowers, ornamental shrubs, and trees through appropriate pruning, trimming, fertilizing, and pest control.

Waters all flower beds, hanging baskets, and containers as necessary on all City property. Assures that beds with sprinkler systems are operating properly and reports any problems to the Public Works Director.

Weeds and cleans all beds, hanging baskets, and containers of dead foliage.

Inventories any plants, trees, and shrubs for replacement.

Operates mechanical and power equipment utilized in the planting and maintenance of ornamental plants and gardens.

Winterization of all beds, hanging baskets, and containers in the fall.

Clear trash and debris as needed and may additionally be responsible for trash clean-up on Main Street during watering operations.

Maintains accurate records of work performed and materials and equipment used. Completes weekly worksheets and submits to the Public Works Director.

Performs related work as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus, one (1) year of specialized training provide through vocational college, extension service, professional workshops or in-service related to gardening and best practice horticulture;
 - AND
 - B. One (1) year of experience performing above or related duties;
 - OR
 - C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Some knowledge of landscape design, decorative plant cultivation, plant growth, soil science and forestry; the use of and application of pesticides, herbicides, insecticides and fungicides essential to control of noxious weeds, insects, and pests; various diseases common to local plant species; fungal diseases, nutrient deficiencies common to plants and flowers and related prevention and control methods; growth requirements of various perennial and annual plant species; procedures essential to successful removal, transplanting, and pruning of various types of park plants. **Working knowledge of** pesticide laws and record keeping requirements.

Some skill in performing various cleaning, disinfecting, and maintenance activities.

Ability to follow routine verbal or written work instructions and assignments; ability to communicate effectively, verbally and in writing; ability to establish effective working relationships with supervisors, fellow employees, public and volunteers; ability to perform strenuous physical labor; ability to work outdoors under extreme weather conditions. Ability to answer questions from the public regarding the type and care of plants; add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent. Ability to read and understand Material Safety Data Sheet (MSDS) reports.

3. Special Qualifications:

Must have a valid Colorado Driver's License and a satisfactory motor Vehicle Record (MVR).
May be required to become a "Certified Gardener" or "Master Gardener" through the CSU Extension Service.

4. Work Environment:

Tasks require a variety of physical activities generally involving muscular strain. Physical demands may occur in activities related to walking, standing, stooping, sitting, reaching, lifting, etc. Must be able to exert 25-60 pounds of force frequently to lift, carry, push, pull, otherwise move objects. Talking, hearing and seeing required in the daily performance of job duties. Exposure to weather, environmental hazards and dangers resulting from working around equipment and in the public right-of-way. Mental application utilizes memory for details and discriminating thinking. Frequent local travel required in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date _____
(Employee)