

## Citrus College

## Position Description

Position: Gardener II	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 28

### Summary

Performs a variety of skilled work in the preparation and maintenance of grounds and athletic fields; installation, maintenance, and repair of sprinkler irrigation systems; and/or the construction of special landscaping or public use areas.

### Distinguishing Career Features

The Gardener II is the second and fully qualified level within a three-tiered grounds maintenance career path. Advancement to Gardener II requires competency in several areas of specialization requiring advanced training, education, or experience. Examples of competency areas include, but are not limited to operation of a full range of hand and power equipment use for upkeep of grounds, recognition for landscape and horticultural design sufficient to layout, contour, and construct and maintain special areas and fields. Advancement to Gardener III requires competency in irrigation systems in addition to those for Gardener II.

### Essential Duties and Responsibilities

#### **Landscape Maintenance and Horticulture**

- Selects, plants, prunes, and trims trees, ornamental plants, shrubs, and ground covers to accomplish landscaping objectives.
- Removes weeds, blows, rakes, and removes trash and debris from walkways, culverts, stairways, roadways, planters, and parking. Mows, grooms, and replants lawn areas. Fertilizes turf and various landscaped areas. Maintains in-ground drains and culverts.
- Installs new landscaping by cultivating and renovating areas and installing or replacing turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs.
- Prepares, repairs, or installs fencing, paving materials for pathways, concrete and rock retaining walls, wood, concrete, and/or rock borders, and various posts, slabs, drains, and culverts.
- Stakes, prunes, thins, and transplants turf, trees, ornamental plants, shrubs, ground covers, annuals, and bulbs. Levels, cuts, fills, trenches, and excavates grounds with tractors and other rolling stock. Prepares sites for portable buildings.
- Maintains athletic fields, areas, surfaces, and outdoor classrooms in a safe and usable condition. Mows, grooms, contours, paints, and lines athletic and public use play fields to comply with required dimensions.

Gardener II

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- Constructs, sets up, takes down, maintains, and repairs athletic activity courses, tracks, ranges, fields, and other equipment and constructions.
- Sets up signs, scoreboards, goals, clocks, benches, trash cans, public address systems, and bleachers for athletic or other events.
- Monitors and diagnoses weed, disease, and pest problems in athletic fields/areas, taking appropriate measures to mitigate or eliminate the problems.
- Sets calibration on tank sprayers, drop spreaders, and wheel-driven spreaders.
- Applies fertilizers, herbicides and pesticides to areas, as authorized. Places postings where pesticides are being applied. Disposes of product containers per applicable environmental regulations. Applies biological/organic controls for pests and weeds.
- Maintains up-to-date knowledge of safe pesticide/herbicide application.
- Assists with event support and logistics, including, but not limited to preparation of sites, access ways, and parking lots.
- Maintains work order records, equipment parts listings, equipment oil change logs, equipment service/repair logs, seed usage logs, irrigation repair logs, fire hydrant maintenance logs, and records of supplies used on athletic fields.
- Documents Material Safety Data Sheets (MSDSs) for potentially hazardous materials. Maintains logs and files pesticide use reports with the District and/or local governmental agencies.
- May oversee the work of part-time and student workers on an intermittent basis.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **▪ Knowledge, Skills and Abilities**

The position requires a working knowledge of turf management and maintenance practices and techniques including those for athletic fields. Requires a working knowledge of horticulture and methods of planting, cultivating, pruning, and caring for plants, trees, and lawns. Requires knowledge of the operating characteristics of a full range of grounds maintenance equipment. Requires knowledge of and skill at reading landscape blueprints and specifications. Requires knowledge of proper and safe application of fertilizers, herbicides, and pesticides. Requires knowledge of plant diseases and pests and their biological and chemical controls. Requires knowledge of safe lifting techniques, and techniques for safe handling, storage, and disposal of hazardous materials. Requires sufficient math skill to calculate distances, proportions, and sums. Requires sufficient human relations skill to work cooperatively as part of a team to serve internal and external customers.

Requires the ability to plant, cultivate, prune, and care for plants, trees, and lawns. Requires the ability to use herbicides and pesticides safely and effectively. Requires the ability to perform sidewalk repairs. Must be able to maintain lawns, athletic fields, and gardens. Must be able to identify turf and other plant diseases and pests and take steps to mitigate or eradicate. Requires the ability to use and perform servicing and minor repair to hand tools, mechanical equipment, and power tools and rolling stock. Requires the ability to maintain accurate records. Requires the ability to safely apply pesticides and herbicides. Requires the ability to work as part of a team with minimal supervision. Requires the ability to work varying schedules in support of projects and events.

- **Physical Abilities**

Requires the ability to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) light to heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb (e.g. ladders), stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate common grounds equipment and read instructions and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials and observe stationary and moving objects. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a high school diploma, or the equivalent, and two years of increasingly responsible grounds keeping experience performing in areas such as grounds maintenance, landscaping, and operation of excavating equipment.

- **Licenses and Certificates**

Requires valid driver's license.

- **Working Conditions**

Work is performed outdoors where significant health and safety considerations exist from physical labor and working with machinery.