

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Gardener I	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Parks Services	<b>JOB NO.:</b>	9045
<b>DIVISION:</b>	Arboretum & Botanical Gardens	<b>DATE:</b>	04/14/16
<b>REPORTS TO:</b>	Varies	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b>	<b>PART-TIME:</b>	<b>TEMPORARY:</b>	<b>X</b>
		<b>COST CENTER:</b>	515

**REPLACES:** Gardener I **DATE:** 07/12/11

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**JOB SUMMARY STATEMENT:**

Participates in the planting, maintenance and care of plants, trees, flowers and landscaping at the Overland Park Arboretum & Botanical Gardens.

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**DUTIES AND RESPONSIBILITIES:**

1. Participates in the planting, maintenance and care of plants, trees, flowers and landscaping, in keeping with established work plans. Coordinates work tasks with volunteers.
2. May care for plants in a greenhouse and nursery prior to their installation in the landscape.
3. Loads, transports, and unloads plants and materials from truck
4. Uses proper horticultural techniques to water, prune, fertilize, weed and mulch.
5. Performs other duties as assigned.
6. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
7. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.**

## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school diploma or equivalent and a minimum of 18 years of age. Master Gardener's certification preferred. Possession of appropriate, valid driver's license. Must maintain an insurable driving record.

### **EXPERIENCE:**

One year experience in greenhouse, nursery or landscaping, maintenance and installation of plant materials, or an equivalent level of experience.

### **SKILLS:**

1. Attention to detail
2. Interpersonal skills
3. Good oral communication skills
4. Manual dexterity

### **MENTAL REQUIREMENTS:**

1. Ability to meet deadlines
2. Diplomacy and judgment
3. Ability to carry out assignments through oral and written instructions
4. Ability to work independently
5. Ability to work under distracting conditions
6. Ability to prioritize work
7. Ability to work in hectic environment with many interruptions

### **PHYSICAL REQUIREMENTS:**

1. Ability to make and receive phone calls
2. Ability to operate power and hand tools
3. Ability to operate City vehicles and equipment
4. Exposure to inclement weather conditions
5. Exposure to chemicals, dust, sprays, fogs, and mists
6. Ability to identify and distinguish colors

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

## ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Frequent	even / uneven surface
Walking	Frequent	even / uneven surface
Sitting	Occasional	misc. tasks could require sitting postures
Driving	Occasional	motor vehicle operation
Bending	Frequent	various postures required to complete requirements
Stooping	Frequent	various postures required to complete requirements
Twisting	Frequent	various postures required to complete requirements
Kneeling	Up to Frequent	various postures required to complete requirements
Squatting	Up to Frequent	various postures required to complete requirements
Crawling	Occasional	various postures required to complete requirements
Stairs	Occasional	misc. tasks require stair usage
Ladders	Occasional	misc. tasks require ladder usage

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
Fertilizer applicator	28 lbs	Knee to Waist	variable	occasional	3 gallon sprayer
Empty Garbage Barrel	53 lbs	Inches off of Ground	variable	occasional	primarily push / pull / roll - 2 person
Bag/Bushel of Branches	40 lbs	Ground to Chest	variable	occasional	pruning and brush removal - 2 person
Bag of Fertilizer	50 lbs	Ground to Waist	variable	occasional	on / off pallet; filling buckets - 2 person
Potted Flowers	10 lbs	Ground to Waist	variable	occasional	developing planting areas
Small Potted Shrubs	25 lbs	Ground to Waist	variable	occasional	developing planting areas
Large Potted Shrubs	47 lbs	Ground to Waist	variable	occasional	developing planting areas - 2 person
Small Potted Tree	47 lbs	Ground to Waist	variable	occasional	developing planting areas - 2 person
Grass Seed	50 lbs	Floor to shoulder	variable	occasional	load/unload from truck - 2 person
Shovels/Rakes/Tools	< 10 lbs	Ground to Shoulder	variable	occasional	misc. Utilization
Chemical	50 lbs.	Ground to Waist	variable	occasional	two hand lift - 2 person

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Fertilizer applicator	28 lbs	0-100 feet	variable	occasional	3 gallon sprayer
Bag/Bushel of Branches	40 lbs	0-30 feet	variable	occasional	pruning & brush removal - 2 person
Bag of Fertilizer	50 lbs	0-5 feet	variable	occasional	on / off pallet; filling buckets - 2 person
Potted Flowers	10 lbs	0-30 feet	variable	occasional	developing planting areas
Small Potted Shrubs	25 lbs	0-30 feet	variable	occasional	developing planting areas
Large Potted Shrubs	47 lbs	0-30 feet	variable	occasional	developing planting areas - 2 person
Small Potted Tree	47 lbs	0-30 feet	variable	occasional	developing planting areas - 2 person
Shovels/Rakes/Tools	< 10 lbs	0-30 feet	variable	occasional	misc. Utilization
Chemical	50 lbs.	0-20 feet	variable	occasional	two hand lift - 2 person

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
Branches into chipper	variable	occasional	two hand push
Torque required to utilize tools	variable	occasional	one or two hand requirement

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
Full gravity fed hose	23 lbs	occasional	one or two hand requirement
Full pump driven hose	18 lbs	occasional	one or two hand requirement
Engine start cord	28 lbs	occasional	one or two hand requirement
Branches into chipper	variable	occasional	two hand push
Torque required to utilize tools	variable	occasional	one or two hand requirement

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	frequent	type of job / tool dependent
Below Waist	frequent	type of job / tool dependent
Below Knee	frequent	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	frequent	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent