

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

**TITLE:** Gardener I  
**DEPARTMENT:** Recreation Services  
**DIVISION:** Farmstead  
**REPORTS TO:** Varies  
**FULL-TIME:**      **PART-TIME:**      **TEMPORARY:**    X

**BAND/LEVEL:** NE/00  
**JOB NO.:** 9045  
**DATE:** 04/14/16  
**FLSA STATUS:** NE  
**COST CENTER:** 531

**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 Deanna Rose Children's Farmstead.

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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
Chain Saw	10 lbs	Ground to Overhead	variable	occasional	one hand lift/tree pruning
Chain Saw	20 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Pole Saw	18 lbs	Ground to Overhead	variable	occasional	two hand lift/tree pruning
Water Hydrant Meter	26 lbs	Ground to Knee	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	Knee to Waist	variable	occasional	3 gallon sprayer
Tree Segments	up to 50 lb	Ground to Waist	variable	occasional	cut during tree removal
Empty Garbage Barrel	53 lbs	Inches off of Ground	variable	occasional	primarily push / pull / roll
Bag/Bushel of Branches	40 lbs	Ground to Chest	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	Ground to Waist	variable	occasional	on / off pallet; filling buckets
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
Small Potted Tree	78 lbs	Ground to Waist	variable	occasional	developing planting areas
Large Tree w/root ball	180 lbs	Ground to inches	variable	occasional	usually rolled on ground
Grass Seed	50 lbs	Floor to shoulder	variable	occasional	load/unload from truck
Shovels/Rakes/Tools	< 10 lbs	Ground to Shoulder	variable	occasional	misc. Utilization
Rototiller	114 lbs	Ground to Waist	variable	occasional	two person lift
Chemical	50 lbs.	Ground to Waist	variable	occasional	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
Chain Saw	10 lbs	0-30 feet	variable	occasional	one hand lift/tree pruning
Chain Saw	20 lbs	0-30 feet	variable	occasional	two hand lift/tree pruning
Pole Saw	18 lbs	0-30 feet	variable	occasional	two hand lift/tree pruning
Water Hydrant Meter	26 lbs	0-10 feet	variable	occasional	attaches to hydrant
Fertilizer applicator	28 lbs	0-100 feet	variable	occasional	3 gallon sprayer
Tree Segments	up to 50 lbs	0-30 feet	variable	occasional	cut during tree removal
Bag/Bushel of Branches	40 lbs	0-30 feet	variable	occasional	pruning and brush removal
Bag of Fertilizer	50 lbs	0-5 feet	variable	occasional	on / off pallet; filling buckets
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
Small Potted Tree	78 lbs	0-30 feet	variable	occasional	developing planting areas
Shovels/Rakes/Tools	< 10 lbs	0-30 feet	variable	occasional	misc. Utilization
Concrete	80 lbs.	0-20 feet	variable	occasional	two hand lift
Chemical	50 lbs.	0-20 feet	variable	occasional	two hand lift

<b>PUSHING</b>	<b>FORCE</b>	<b>FRQUNCY/DUR</b>	<b>DESCRIPTION</b>
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
Torque required to utilize tools	variable	occasional	one or two hand requirement

<b>PULLING</b>	<b>FORCE</b>	<b>FRQUNCY/DUR</b>	<b>DESCRIPTION</b>
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
Rototiller	114 lbs	occasional	one or two hand requirement
Pole Saw	27 lbs	occasional	one or two hand requirement for 20 sec vertically
Branches into chipper	variable	occasional	two hand push
Dolly with 55 gal. drum	40 lbs.	occasional	two hand push
Torque required to utilize tools	variable	occasional	one or two hand requirement

<b>REACHING</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
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

<b>FINE MOTOR</b>	<b>DURATION</b>	<b>DESCRIPTION</b>
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