

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

| | | | |
|--------------------|---------------------|---------------------|----------|
| TITLE: | Gardener II | BAND/LEVEL: | NE/00 |
| DEPARTMENT: | Recreation Services | JOB NO.: | 9035 |
| DIVISION: | Farmstead | DATE: | 04/14/16 |
| REPORTS TO: | Varies | FLSA STATUS: | NE |
| FULL-TIME: | PART-TIME: | TEMPORARY: | X |
| | | COST CENTER: | 531 |

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

JOB SUMMARY STATEMENT:

Assists in the planning and design of the gardens, flower beds and wooded areas at the Deanna Rose Children's Farmstead. Organizes, instructs, and participates in the planting, maintenance and care of plants, trees, flowers and landscaping. Assists in the training and guidance of Gardener I's.

DUTIES AND RESPONSIBILITIES:

1. Assists in the planning and design of the gardens, flower beds and wooded areas at the Deanna Rose Children's Farmstead.
2. Organizes, instructs, and participates in the planting, maintenance and care of plants, trees, flowers and landscaping, in keeping with established work plans. Coordinates work tasks with volunteers.
3. May care for plants in a green house and nursery prior to their installation in the landscape.
4. Loads, transports, and unloads plants and materials from truck
5. Uses proper horticultural techniques to water, prune, fertilize, weed, mulch, and apply pesticides, herbicides and fungicides.
6. Assists in the training and guidance of Gardener I's.
7. Performs other duties as assigned.
8. 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.
9. 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

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:

Two years experience in greenhouse, nursery or landscaping, and the design, installation and maintenance of plant materials, or an equivalent level of experience.

SKILLS:

1. Attention to detail
2. Basic math skills
3. Interpersonal skills
4. Project management skills
5. Good oral and written communication skills
6. 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 train and guide others
8. 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 |

| PUSHING | FORCE | FRQUNCY/DUR | DESCRIPTION |
|----------------------------------|--------------|--------------------|-----------------------------|
| 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 |

| PULLING | FORCE | FRQUNCY/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 |
| 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 |

| 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 |