

## POSITION DESCRIPTION

Position descriptions are the foundation for recruiting, classification decisions and performance evaluations. A position description is maintained in Human Resource Management for all staff and management employees describing current job duties and responsibilities. Position descriptions should be updated as needed to reflect current duties and submitted to Human Resource Management for review. New employees should review and discuss their position description with their Appropriate Administrator.

**Action Requested:** *Organizational Chart required for all actions.*

- Review of a new or vacant position
- Initiate a classification review
- Update an existing position description (no review requested)

<b>Name of incumbent (if filled position):</b>		
<i>If vacant, name of previous incumbent:</i>		
<b>Working Title:</b> Gardening Specialist		
<b>Classification Title:</b> Gardening Specialist		
<b>Department Name:</b> Facility Services		<b>Division:</b> Administration & Finance
<b>Appropriate Administrator/Supervisor Title:</b> Grounds Manager		
<b>Position Number:</b> 00000411	<b>Job Code:</b> 0745	<b>Grade Level:</b> 1
<b>Time Base:</b> 1.0	<b>FLSA Status:</b> Non-Exempt	

**Position Summary:** *In a few sentences, briefly describe the primary function of the position.*

Under the general supervision of the Director of Facilities Services the Gardening Specialist will primarily perform a wide variety of gardening work campus wide. The incumbent will inspect and repair tools and equipment, prepare and maintain campus turf areas, horticultural spray work, and plant propagation, gardening or nursery work ensure areas are cleaned from trash and debris. In addition, the incumbent will perform general gardening work and maintain grounds as assigned.

**Major Duties:**

*Describe the major responsibilities assigned to this position (typically 5 to 7) listing them in order of importance. Indicate the approximate percentage of time spent in each area of responsibility, estimated over a year timeframe (Minimum of 5% for a given duty. Primary responsibilities should represent the majority of the time allocation, with the total equaling 100%). Miscellaneous or other duties should be 5%.*

*Indicate duties, which are “essential functions” by checking the Essential Function box in the right column.*

*The Americans with Disabilities Act (ADA) provides that there shall not be a barrier to employment for an otherwise qualified disabled individual who is able to perform the “essential functions”, which is intrinsic to the work. **A function may be essential because 1) the position was established to perform the function; 2) a limited number of employees are available to perform the function; and/or 3) removing the function would fundamentally change the position.** (Example: A receptionist must be able to respond to in-person, telephone and electronic inquiries).*

Description of Duties	% of Time Total = 100	Essential Function
Performs a wide variety of gardening work campus-wide as assigned. <ul style="list-style-type: none"> <li>• Assists with the maintenance of turf which includes but is not limited to the cultural practices of mowing, verticutting, scalping, field lining, aerification, topdressing, pesticide applications pre-emergent chemical applications, overseeding, overseed prep, application of seed topper.</li> <li>• Install, repair and maintain irrigation systems including pipes, sprinklers, heads and clocks, and drainage systems.</li> <li>• Apply chemicals for pest eradication, weed abatement, mulching of fields, open areas and planter beds, fertilize plant material including shrubs, flowers and turf.</li> </ul>	50	<input checked="" type="checkbox"/>

<ul style="list-style-type: none"> <li>Install landscaping including bender board, rocks, trees, shrubs, flowers, seed and sod.</li> <li>Soil preparation for the planting of shrubs, flowers and turf, water shrubs, hedges, trees, turf and flowers.</li> <li>May need to drive automotive equipment in the performance of assigned duties.</li> </ul>		
Perform general gardening work and maintain grounds as assigned. <ul style="list-style-type: none"> <li>Landscape maintenance of campus grounds including stringline trimming, edging, mowing, blowing etc.</li> <li>Trimming of small trees that can be reached from the ground.</li> <li>Removal of small trees assigned by Grounds Manager.</li> <li>Utilize pull behind blower and pull behind vacuum/sweeper for cleaning walkways, parking lots, streets and turf areas.</li> <li>Pressure washing walkways and hardscape.</li> <li>Removal and haul away of branches that have fallen from a tree.</li> <li>Ensure sports fields including dugouts, bull pen and practice areas are cleaned from trash and debris.</li> <li>Cleaning up trash from assigned areas.</li> </ul>	40	<input checked="" type="checkbox"/>
<b>Equipment Maintenance</b> <ul style="list-style-type: none"> <li>Inspect and repair tools and equipment to ensure proper working condition. Operate and perform maintenance on small power-operated power mowers, small riding mowers, and other gardening power equipment. Keep maintenance records up to date on equipment being serviced.</li> <li>Perform standard operating procedures for facilities by cleaning and maintenance of the shop, yard, and utility vehicles.</li> </ul>	5	<input type="checkbox"/>
Perform other duties as assigned.	5	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

**Changes in position:** *If this is an existing position that you believe has changed, what specific duties or responsibilities have been changed, added to, or removed since the position was reviewed previously or since the incumbent was assigned?*

**Physical Effort:** *Indicate the type of physical effort which is essential to the position activities:*

Heavy Work - 50% or more of the activities involve walking, standing, squatting, kneeling or climbing; involves lifting heavy weight objects which may exceed 50 pounds.

**Environmental Factors:** *Indicate the type(s) of environmental factors which are essential to the position activities:*

<input type="checkbox"/> Inside (Typically Office Environment) Frequency: Choose an item.	<input checked="" type="checkbox"/> Extreme Temperature (hot/cold) Frequency: Frequently - Essential	<input type="checkbox"/> Elevated Work (Raised platform/scaffold) Frequency: Choose an item.
<input checked="" type="checkbox"/> Outdoor Frequency: Constantly - Essential	<input checked="" type="checkbox"/> Hazards Frequency: Constantly - Essential	

**Supervision Received:** *Indicate the level of supervision received by the position from the Appropriate Administrator.*

Immediate - greatest amount of supervision; methods of performing tasks are well established; assistance is readily available.

**Supervision Exercised:** *Indicate the type of supervisory responsibilities that are associated with the position.*

No responsibility for supervising the work of others.

**Specialized Materials:** *The position may require the use of the following equipment, machinery, tools, vehicles or office equipment:*

The position activities may require the use of the following equipment: machinery, light equipment, ride on mowers, edgers, blowers, stringline trimmers, hedge trimmers, aeration equipment, verticutters, chain saws, pole saws, power and hand tools, pull behind blowers and sweepers, field cultivators, flail mowers, fertilizer spreaders, spray equipment, trenchers, office equipment, light to heavy duty trucks, utility vehicles

**Special Working Conditions:** *List any overtime requirements, 24/7 on-call, work schedule, etc.*

**Knowledge, Skills, and Abilities:**

Thorough knowledge of the methods, plants, tools and equipment used in the maintenance and installation of landscaping and sports fields. General knowledge of soil structure, plant ID, disease and pest diagnosis, identify and correct plant nutrient deficiencies, irrigation maintenance, repair and installation experience, equipment maintenance and repair.  
Ability to identify, diagnose and treat plant disease, and correct plant nutrient deficiencies; prepare freehand sketches and make recommendations for possible improvements in landscaping within the assigned

**Experience and Education:**

Two years of experience in the maintenance of grounds and installation of landscaping. One year of which shall have been in the maintenance, repair and modification of irrigation systems. Experience with mixing, loading and application of chemicals and fertilizers. One year of equipment maintenance and operation.  
Possession of the appropriate California Department of Pesticide Regulation license to perform pest control work within one year from date of hire.  
Valid California drivers license.

**Preferred Qualifications and/or Specialized Skills and Abilities:** (if none, write N/A):

High school diploma or equivalent

**Signatures** *(Acknowledgement that the information is accurate)*

<b>Name of Employee:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Name of Supervisor/Dept. Manager:</b> Scott Bourgeois	<b>Signature:</b>	<b>Date:</b>

**For HR Use Only** Classified By: Javier Mendez Date: 2.6.24

General Reporter     Limited Reporter     Background Check     Fingerprints     Physical Exam  
 Driver's License     Conflict of Interest     MPP Job Code \_\_\_\_\_