

Gardening Specialist

PD No.:PD-612

POSITION DESCRIPTION INFORMATION

POSITION INFORMATION

Type of Action Requested:* Replacement

Internal Team:* ST-Landscape & Laborer Services - 44700

Job Code/Employee Classification:* Gardening Specialist
Job Code: 0745

Classification Title: Gardening Specialist

MPP Job Code:

Position Number: Gardening Specialist
Position no: ST-00000574

CSU Working Title:* Gardening Specialist

Salary Range/Grade: 0745-RANGE A-Grade-1

Reports to Supervisor: Michael Chavez

Reports To:* Grounds & Events Supervisor

Campus:* Stanislaus

Division:* Business & Finance

College/Program:* Business & Finance

Department:* Landscape & Laborer Services - 44700

FLSA Status: Non-Exempt

Hiring Type:

Pay Plan: 12 Months

Pay Plan Months Off:

POSITION DESIGNATION

Mandated Reporter:* Not mandated

Conflict of Interest:* None

NCAA: Yes No

Is this a Sensitive Position?: Yes No

Care of People (including minors) Animals and Property: Yes

Authority to commit financial resources: No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: Yes

Access to controlled or hazardous substances:	Yes
Access/responsibility to personal info:	No
Control over Campus business processes:	No
Responsibilities requiring license or other:	Yes
Responsibility for use of commercial equipment:	Yes
Is this a Campus Security Authority (CSA):	<input type="radio"/> Yes <input checked="" type="radio"/> No
Serves a security function:	No
Designated recipient for crime/misconduct reports:	No
Significant responsibility for Student Activities:	No
Significant responsibility for Campus Activities:	No
Job Summary/Basic Function:*	Under the general direction of the Grounds & Events Supervisor, the Gardening Specialist performs a combination of specialized work which encompasses sprinkler repair, horticultural spraying and possible plant propagation, gardening or nursery work, and tree trimming in the maintenance of the University landscaping, grounds, and parking lots. The hours of this position are 8:30 a.m. – 5:00 p.m. Tuesday through Saturday
Minimum Qualifications:*	<ul style="list-style-type: none"> • Education: None required. • Experience: Two years of experience in the care and maintenance of landscaped areas or general grounds, one year of which shall have been in either the maintenance, repair or modification of irrigation systems, specialized pest and/or spray control work, or cultivation and care of nursery plants.
Required Qualifications:	<ul style="list-style-type: none"> • Thorough knowledge of the methods, plants, tools and equipment used in planting, cultivating and caring for flowers, shrubs, lawns and trees. • General knowledge of the composition and structure of soil, Ph factors of soils, compatibility and incompatibility factors between soil and plants, difference between plant mixes, and erosion control. • Ability to identify, diagnose and treat plant disease, and correct plant nutrient deficiencies. • Ability to prepare freehand sketches and make recommendations for possible improvements in landscaping within the assigned areas. • Ability to read and write at a level appropriate to the duties of the position and to follow oral and written instructions. • A background check (which may include: checks of employment records, education records, criminal records, civil records, motor vehicle records, professional licenses, and sex offender registries, as position requires) must be completed satisfactorily before any candidate can be offered a position with the CSU.

Preferred Qualifications:

- Possession of a Qualified Applicator Certificate or Qualified Applicator License issued by the Department of Pesticide Regulation, category A (residential, industrial, institutional), (category B (Landscape Maintenance) category C (Right of Way) and category F (Aquatic)
- Ability to recognize and identify the most common species of shrubs and trees, grasses, and groundcovers grown in California.
- High School diploma or Equivalent.
- Five years of experience working in commercial landscape maintenance, large turf areas such as golf courses, parks or school grounds.
- Knowledge of proper pruning and trimming techniques of shrubs and trees.
- Ability to work effectively in a service oriented environment subject to changing priorities.
- Ability to work from aerial lifts, and ladders at considerable heights above ground.
- Knowledge of and ability to operate mowers, tractors, bobcats, Cushman vehicles, brush chippers, roto-tillers, water tanker with pumps, hydraulic sprayers, aerators, lawn vacuums and small powered equipment.
- Ability to perform horticultural spray and pest eradication work; maintenance, repair and modification of irrigation systems; planning, development and maintenance of special planting areas or ornamental gardens; on a regularly scheduled basis.
- Knowledge and ability to apply chemicals for the eradication of fungi, pests, insects and weeds to plants, trees, shrubs, lawns, embankments, roads, parking lots, unimproved acreage and buildings.
- Knowledge and ability to select appropriate times to apply the chemicals, taking into consideration weather conditions and frequency of usage; determine where to place poisons and traps; safely store chemicals and supplies used in spraying programs
- Ability to repair broken sprinkler lines, sprinkler heads, valves and related equipment; clear blockages from valves and pipes; inspect, service, and maintain automatic sprinkler control devices; perform repairs on all sprinkler control devices.
- Ability to establish and maintain sprinkler system preventive maintenance programs; perform installation and modification of sprinkler systems; review landscaped areas and coordinate the installation of new sprinkler systems and modification of existing sprinkler systems taking into consideration the vegetation, soil conditions, and evaporation and water retention factors.
- Knowledge and ability to work closely with contractors installing sprinkler systems around new structures to assure proper irrigating capabilities of the system; make recommendations for the planning and development of special planting areas within their assigned area; select plants and flowers for ornamental gardens; and provide advice and assistance to others regarding proper care of flowers and ornamental plants, pruning, and other technical skills.

Special Conditions:**License / Certification:**

- Possession of a Qualified Applicator Certificate or Qualified Applicator License issued by the Department of Pesticide Regulation in landscape maintenance (category B) is required.
- Must possess and maintain a valid California Driver's License.

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
20%	Maintain campus hedges, shrubs and ornamental flowers by planting, cultivating, fertilizing, pruning, watering, spraying, and weeding. Make recommendations for the planning and developing of special planting areas, select plants and flowers for ornamental gardens; and provide service and assistance to others regarding proper care of flowers and ornamental plants, pruning, and other technical skills. Prepare and treat soil for planting, maintain sprinklers, tools and equipment in proper condition and repair; operate and perform maintenance on small power-operated mowers, small riding mowers, and other gardening power equipment. Will provide lead work direction to students, Groundswokers or individuals in other grounds classifications and may drive automotive equipment. Maintain campus athletic fields by irrigating, mowing, edging, hand and power trimming, fertilizing, and performing annual scheduled maintenance to fields, that includes power raking, core aerating, over seeding, and top dressing with appropriate soils and using weed control methods when necessary, to provide a safe and aesthetically pleasant environment for students and authorized visitors. Prepare and line sport fields for academic games and special events.	Essential
20%	Apply herbicides, insecticides and fungicides to control weeds, insects and disease attacking campus plant life including plants, trees, shrubs and lawns, for eradication of fungi and pests; to embankments, roads, parking lots and unimproved acreage for the control of insects, pests and weeds; and to buildings for the control and eradication of insects and pests. Select and mix sprays and/or granular applications according to specific formulae to accomplish desired results; select appropriate times to apply chemicals taking into consideration weather conditions and frequency of usage. Determine where to store poisons and traps and responsible for the safe storage of chemicals and supplies used in spraying programs. Use hydraulic and back pack sprayers as needed.	Essential
20%	Install, maintain and repair irrigation systems. Repair lines, heads, valves and related equipment. Clear blockages from valves and pipes; maintain, set and repair automatic sprinkler controls; perform minor repairs on all sprinkler control devices; establish and maintain sprinkler system preventive maintenance programs; review landscaped areas and coordinate the installation of new sprinkler systems and modification of existing sprinkler systems taking into consideration the vegetation, soil conditions, and evaporation and water retention factors; and work closely with contractors installing sprinkler systems around new structures to assure proper irrigating capabilities of the system.	Essential
20%	Apply treatment to trees having diseases or unhealthy conditions, plan, cultivate and irrigate trees. Utilize proper procedures and industry standards to prune and reshape trees, trim or remove dead and diseased, or unsightly growth, fell and remove trees when work can be done from the ground or with the assistance of aerial equipment, prune and trim trees to maintain sufficient clearance to walk safely under canopies. Remove dead and disease shrubs, trees and broken branches/limbs, or unsightly growth.	Essential
15%	Maintain campus lawns by irrigating, mowing, edging, hand trimming, fertilizing, and using weed control methods. Prepare areas for seed or sod, lay sod and sow seed. Operate riding mowers with single or multiple decks including both, rotary blades and reels, roto-tillers, lawn vacuums, hydraulic sprayers, backpack blowers, weed eaters, hedge trimmers, chainsaws, aerators and other grounds related equipment.	Essential
5%	Perform other duties as assigned.	Essential

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Constantly - Essential
Climbing:	Occasionally - Essential
Concentrating:	Constantly - Essential
Crawling:	Frequently - Essential
Decision Making:	Occasionally
Keyboarding and Mousing:	Occasionally
Lifting or Carrying up to 10 lbs.:	Constantly - Essential
Lifting or Carrying up to 25 lbs.:	Constantly - Essential
Lifting or Carrying up to 50 lbs.:	Frequently - Essential
Lifting or Carrying over 50 lbs.:	Occasionally - Essential
Performing Calculations:	Frequently - Essential
Pushing or Pulling:	Frequently - Essential
Reaching Overhead:	Frequently - Essential
Repetitive Motion of Upper Extremities:	Constantly - Essential
Sitting:	Occasionally - Essential
Standing:	Constantly - Frequently
Stooping Kneeling or Squatting:	Constantly - Essential
Walking:	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

Environmental Requirements

Drive motorized equipment:	Constantly - Essential
Excessive Noise:	Constantly - Essential
Hazards:	Constantly - Essential
Outdoor:	Constantly - Essential
Elevated Work:	Frequently - Essential
Extreme Temperature (hot or cold):	Constantly - Essential
Indoor (Typical office environment):	Occasionally
