

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Gardner (Seasonal)
DEPARTMENT: Parks and Recreation
REPORTS TO: Park Maintenance Supervisor

GENERAL DESCRIPTION:

Incumbent is responsible for entry-level work involving the independent performance of manual tasks in the maintenance of highly visible public grounds. Performs a wide variety of skilled and semi-skilled tasks in the care and maintenance of planting beds, flowers, and shrubbery.

ESSENTIAL DUTIES:

1. Uses hand and light power tools to maintain planting beds.
2. Operates pickup sized truck to transport tools, equipment, materials and supplies.
3. Plants, prunes, ties, trains, and otherwise cares for flowers and shrubs; prepares planting beds; selects type and determines quantity of plant material needed; develops planting plans, maintains planting beds by weeding, edging, hoeing, cleaning, and mulching; picks up litter and other debris in assigned areas.
4. Orders gardening supplies and materials.
5. Maintains hand tools in good working order, including minor repairs and sharpening.
6. Observes safe work practices.
7. Regularly attends and is punctual for work.
8. Represents the Town in a professional and courteous manner at all times.

OTHER DUTIES:

1. May answer questions regarding the care of plants from the general public.
2. Performs other duties as required.

QUALIFICATIONS PROFILE:

- Good knowledge of the care and methods of maintaining flowers, plants and shrubs.
- Some knowledge of the tools, equipment and methods of grounds maintenance.
- Some knowledge of the work standards and safety procedures in parks and grounds maintenance.
- Good skill in the use of hand tools and power equipment in grounds and facility maintenance.
- Ability to relate positively to staff members and the general public.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to perform manual labor safely, effectively and efficiently. Ability to push/pull/lift objects weighing 50 lbs
- Ability to walk, stand or sit for prolonged periods; Ability to perform tasks which require hand-eye and arm-hand coordination such as shifting gears on a vehicle or planting flowers in a pattern
- Ability to see objects far away as in driving; hear normal sounds and communicate through human speech
- Ability to read, write and communicate in English
- Ability to understand and relate to specific instructions and be able to remember task/assignment for full shift and possibly long periods of time
- May be exposed to seasonal conditions in outside weather, grease or oil, dust and loud or unpleasant noises

MINIMUM TRAINING AND EXPERIENCE:

- Age 18 years or older
- Completion of Tenth Grade
- Previous experience in landscaping, plant or garden maintenance

LICENSE OR CERTIFICATION:

- Must have a valid driver's license

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.