

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Gardener</u>
Sch & Grade	<u>CTL-7</u>
Class Code	<u>HA48</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Horticulture</u>

**PRIMARY PURPOSE:**

Propagates, plants, and maintains shrubs, flowers, and trees for assigned city grounds such as parks, cemeteries, golf courses, right-of-ways and around city buildings; participates in general maintenance activities of city grounds.

**SUPERVISION:**

Under direct supervision; directs the work of a small crew.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Plants, prunes, waters, trims, fertilizes, and sprays for insect and fungus control in order to ensure proper cultivation of flowers, bushes, trees, shrubs and other plants.
2. Participates in mowing, cleaning, minor construction, and plant maintenance of assigned city grounds.
3. Operates a variety of equipment such as dump and flatbed trucks, snow plows, rubber tire loaders, backhoe, tractors, belly mowers and tree spade as assigned.
4. Performs plant and grounds maintenance including cutting weeds and brush, grinding stumps, brush chipping, and utilizing a chain saw to trim branches from trees.
5. Operates mechanically powered sprayers for purposes of chemical applications.
6. Determines appropriate procedures and equipment to be utilized when carrying out assigned responsibilities.
7. Maintains basic records and logs information as required.
8. Loads, unloads, and maneuvers a variety of materials and equipment such as fertilizer bags, liquid seed control containers, pavers, etc.
9. Travels to a variety of work sites.
10. Reads labels, instructions and other information regarding product application and equipment operation.
11. Utilizes appropriate safety equipment and procedures.
12. Directs the work of assigned crew members and temporary personnel as required.

**IMPORTANT FUNCTIONS:**

1. Performs moderate landscaping duties such as determining location and design of flower beds as well as the location and layout of trees, bushes, shrubbery, and other plants.
2. Services and makes minor repairs to assigned equipment and tools.
3. Performs duties of other comparable and/or lower level positions as required.
4. Assists with the installation and/or maintenance of small irrigation projects and irrigation materials.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, procedures, techniques and equipment involved in gardening, pruning, and plant maintenance.

**Abilities**

Effectively apply horticulture principles and techniques for the purpose of land beautification of city grounds; utilize hand and power tools; operate appropriate equipment and vehicles; read and apply a variety of instructions and information; appropriately apply fertilizer, pesticides, and herbicides utilized in gardening; keep accurate records; effectively direct the work assigned crew members; follow oral and written instructions; operate vehicles and equipment with both standard and automatic transmissions; presents an overall professional image; effectively welcome and embrace differences among employees and citizens; perform effectively as a member of a team in carrying out the City's stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Two years of work experience in horticulture, forestry, or a related field or completion of 15 hours of horticulture, forestry or related coursework from an accredited college or university. Experience as a certified Arborist is preferred.

**Physical Requirements**

Performs bending, squatting, climbing, twisting, kneeling, and reaching to both ground level and overhead; lifts and carries up to 50 pounds and/or pushes and pulls up to 50 pounds; holds and grips objects; subject to working in awkward positions and periods of prolonged kneeling, sitting, and standing.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and electrical hazards associated with equipment and wiring; may be exposed to hazardous chemicals and other safety hazards due to working in and around traffic; subject to constant and extreme noise, poor lighting and ventilation, fumes, and odors. Must be able to work in confined spaces.

**Licensing/Certification**

Must obtain and maintain a valid Class "B" Commercial Driver's License (CDL) with appropriate endorsements within the following guidelines: pass written portion of exam within 60 days of employment and skills test portion within 120 days of employment, for all assignments except Dickerson Park Zoo; must possess Missouri Public Operator's License or obtain within 90 days of employment. Possession of (or obtaining) a valid International Society of Arboriculture Certified Arborist certificate is desirable.

**Miscellaneous Requirements**

Must pass pre-employment drug testing and submit to periodic drug testing as required by applicable laws. May be required to work weekends or a variety of shifts. Subject to emergency call-in.

<b>Last Revision:</b>	February 10, 2012	<b>GENERAL ORDINANCE NO.</b> 2282
<b>Comments:</b>	Updated Abilities	<b>Date:</b> May, 1974

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_