

Senior Gardener
(Class Code 3143)

Task List

General Garden Care

1. Irrigates turf areas, plants, trees, shrubs, flowers, and planting areas in City facilities according to department's schedules field demands, and city water conservation ordinances.
2. Mows and edges turf areas, parkways, sports fields, street medians, and right-of-ways using hand-held and power mowers and edgers.
3. Applies fertilizer to plants, trees, shrubs and lawns using hand and power spreaders according to department's schedules, field demand, and following manufacturer's label.
4. Stakes and restakes trees with single, double and triple post stakes; and ties trees to stakes with rubber ties to insure proper growth, to prevent damage, and removes stakes when they are no longer needed.
5. Performs a variety of tasks in environmentally adverse conditions, such as extreme heat, cold, rain, loud noise, wetlands, restoration areas, endangered species habitats, energized areas and around energized equipment.

Landscapes parks, recreation areas, golf courses, right-of-way, medians, and areas around City facilities by:

6. Preparing the soil and adding soil amendments and fertilizer.
7. *Planting or transplanting trees, shrubs, and ornamentals.
8. Planting annual and perennial containerized plant materials, bedding plants, trees, transplanting trees, shrubs, and ornamentals.

Renovates or installs new lawns, golf, bowling greens, medians, right-of-ways, and other sports fields by:

9. Preparing the soil using a rototiller.
10. Hauling in and adding new soil and amendments.

11. Grading soil with hand rakes in small areas; or using a box or mat drag to level large areas.
12. Hand raking seedbeds to grade, level, and prepare for seeding.
13. Seeding, reseeding or installing new sod.
14. Adding topdressing and applying appropriate fertilizer.
15. Assists in the installation of irrigation systems by digging trenches using hand tools and power trenchers, and by laying and connecting pipes, wires, heads, valves, valve boxes, controllers, and other irrigation components.
16. Removes weeds from planter areas, walkways, turf areas, and under transmission lines with small hand tools and power equipment.

Paperwork & Documentation

17. Completes the necessary forms such as job orders, special occurrences, time sheets, requests for tools and supplies, nursery stock, and accident and injury reports using hand written forms, logs, and may be required to record and transmit information electronically.
18. Documents and directs landscape maintenance work under Workforce (community service) programs, court referrals, and volunteers.
19. Prepares memos, correspondence, and reports in writing to supervisors regarding unusual incidents and personnel matters for investigative purposes.
20. Documenting, coordinating, and overseeing work performed by contractor.

Maintenance

Performs routine and preventative maintenance on hand and power tools and equipment including but not limited to:

21. Lubricating, oiling, and gassing power mowers, edgers, adjusting belts and blades, chains, adjusting height of mowers, and changing spark plugs, etc.
22. * Adjusting height of mowers and changing sparkplugs.
23. Sharpening hoes, spades and other tools using sharpening files and grinders.

24. Performs preventative maintenance for irrigation systems by cleaning repairing, or replacing sprinkler heads and/or repairing leaks, valves, valve boxes, controllers, and other irrigation components.

Clean Up

25. Ensures safety in parks, sports field, City facilities, medians, and right-of-ways, by removing hazards, roping off hazardous areas and reporting hazards to appropriate authorities.
26. Rakes leaves and washes and sweeps walkways, picks up trash, cleans, sifts and levels sand in children's play areas.
27. Renovates lawns by thinning and removing thatch using aerifiers and verticutters.

Pests, Chemicals & Other

28. Checks for fungus and identifies diseased or unhealthy plants, shrubs, lawns and trees, and takes appropriate action.
29. Controls rodents in recreational park buildings (i.e. restrooms, recreation centers, district offices, museums, aquariums, garages, storage containers) by setting glue traps, bait stations, and mechanical traps under the proper supervision or authority.
30. Aids in the control of insects and other pests by reporting job orders to appropriate division, and making pesticide applications under the proper supervision and authority.
31. Operates pick-up trucks, and other small vehicles, including but not limited to skidsters, boom trucks, dump trucks, skip loaders, and trailers.

Supervision

Supervises Gardener Caretakers and other full time and part time employees in landscape installation, maintenance and horticulture work by:

32. Planning, scheduling and distributing the work.
33. Assigning and reviewing the work.
34. Training and motivating subordinates.
35. Assisting in evaluating performance.

36. Recommending disciplinary action.
37. Ensures job safety by explaining departmental rules and regulations, and assisting the Park Maintenance Supervisor with the biweekly tailgate safety meetings.
38. Directs and assists in performing traffic control in medians and right-of-ways.

*These are tasks marked as deleted by the job experts.