

**CITY OF FORT WAYNE JOB POSTING**

**Applicants and Employees must meet duties/essential functions and minimum requirements.**

Job Vacancy:	<b>Gardener Helper</b>	Department:	Parks & Recreation
Requisition Number:	2023154		
Hours:	40 hours per week, varies	Rate of Pay:	\$21.9448 per hour
Date Posted Up:	3/16/2023	Date Posted Down:	Until Filled
Time Up:	8:00 a.m.	Time Down:	

**SUMMARY**

Working under the direction of a Gardener or the Manager of Landscape & Horticulture/ Supervisor of Landscape, incumbent is responsible for all phases of gardening and ornamental landscaping at city gardens, parks, and the Botanical Conservatory. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

**PLANNING/IMPLEMENTATION**

- Designs, plants, and maintains ornamental landscape floral displays;

**MANAGEMENT/OPERATIONS**

- Plants, cultivates, waters, weeds, sprays, prunes and fertilizes trees, shrubs, lawn, flower gardens and landscape areas;
- Performs janitorial maintenance of assigned work areas;
- Assists in directing the work of assigned employees, volunteers, community service and community corrections personnel;
- Maintains accurate work reports and records in a neat and legible manner;
- Operates a variety of hand and power tools, equipment and mowers;
- Drives a one-ton dump truck while pulling and backing a trailer;
- Works in an indoor/outdoor environment year-round as required;
- Works in greenhouse as needed;

**PREVENTATIVE MAINTENANCE**

- Maintains high quality turf areas by watering, mowing, fertilizing, over-seeding, herbicide treatment, etc.;
- Performs both pre-emergent and post emergent herbicide applications to landscape areas;
- Maintains, repairs, and operates irrigation systems;
- Maintains and operates water features in assigned areas;
- Performs preventative maintenance and minor repair on motorized equipment;
- Maintains and cleans sidewalks and plazas in assigned areas;
- Maintains tools and work area in a clean and orderly condition;

## **COMMUNICATION / INFORMATION**

- Assists in training employees, volunteers, community service, and community corrections personnel;
- Coordinates work projects with fellow employees, contractors, and volunteer groups;
- Maintains good relations with the public; provides excellent customer service;
- Communicates well both verbally and in writing; understands written and verbal instructions;
- Reports irregularities and abnormal conditions;

## **MARGINAL DUTIES**

Performs other duties as assigned.

## **OTHER KNOWLEDGE, SKILLS and/or ABILITIES**

- Ability to design floral displays;
- Knowledge of methods, tools, materials and practices used in gardening and landscaping work.

## **PERFORMANCE EXPECTATIONS**

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

## **SUPERVISORY RESPONSIBILITIES**

Incumbent assists a Gardener and/or the Supervisor of Landscape in directing the work of regular employees, seasonal employees, volunteers, community service workers, and community correction persons.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED) and 3 years experience in ornamental horticulture or landscape maintenance or equivalent combination of education and experience.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, herbicide labels and SDS's, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

## **REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Indiana Operators License;
- Acquire and maintain a Valid Indiana For-Hire Endorsement within 90 days of date of hire;
- Acquire and maintain State of Indiana Pesticide Registered Technician certification by passing the Core Exam within 1 year of date of hire.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 75 pounds a minimum of 50 feet.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger; handle; or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to sit, climb or balance, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 75 pounds and carry the weight a minimum of 50 feet. Exerts effort for sustained periods which usually involves heavy lifting, pushing, and pulling performed in a non-sitting position with high manual dexterity. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Applications may be submitted on-line at [www.cityoffortwayne.org](http://www.cityoffortwayne.org) or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1<sup>st</sup> Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

### **Equal Opportunity Employer**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.